

2023-2024
AUTOMATED STUDENT
INFORMATION DATABASE MANUAL

**FOLLOWING ARE CHANGES AND
REVISIONS FOR STUDENT
DATABASE REPORTING**

~~2022-2023~~ 2023-2024 School Environmental Safety Incident

1. Submit this record during reporting periods 2, 3, and 5 for each SESIR incident and for each incident of Unsubstantiated Bullying (UBL) and Unsubstantiated Harassment (UHR) occurring on school campus, at school-sponsored events occurring off campus, on school-sponsored transportation or at bus stops at any time of the year and twenty-four hours a day. The SESIR records submitted for reporting periods 2 and 3 should be from the first day of the school year to the last day of the survey period. The SESIR records submitted for reporting period 5 should be from the first day of the school year to the start of the next school year.

For reporting period R, submit this record monthly for incidents that occurred during the month being reported.

2. SCHOOL YEAR: For Survey Period R, data element "School Year" should be reported in terms of "Month and Year". "Month and Year" as in, for example, January 2021 would be 0121.
3. ERROR CODES: This field is used by the Department to report to districts the specific errors found in the record during the state edit process. This field should contain filler (spaces, blanks) when the record is transmitted to the Department.
4. KEY FIELDS: The key fields for this format are item numbers 1, 2, 3, 4, and 5. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

' * ' indicates key fields. (Click on the link to view or download a pdf version of the document)

Item No.	From-To	Size	Field Char.	Field Description
1	1-2	2	N/R	District Number, Where Incident Occurred *
2	3-6	4	N/R	School Number, Where Incident Occurred *
3	7-7	1	A/N	Survey Period Code *
4	8-11	4	N	School Year *

5	12-19	8	A/N	Incident, Identifier *
6	20-27	8	A/N	Incident, Date
7	28-28	1	A/N	Incident, Location
8	29-31	3	A	Incident, Type
9	32-32	1	A	Incident, Involvement Type
10	33-33	1	A	Incident, Reported to Law Enforcement
11	34-34	1	A	Incident, Gang-Related
12	35-35	1	A	Incident, Alcohol-Related
13	36-36	1	A	Incident, Drug-Related
14	37-37	1	A	Incident, Hate Crime-Related
15	38-38	1	A	Incident, Weapon-Related
16	39-39	1	A	Weapon, Description
17	40-40	1	A	Incident, Context

18	41-41	1	A	Transaction Code
19	42-42	1	A	Drug Description
20	43-43	1	A	Incident, Bullying-Related
21	44-44	1	A	Incident, Injury-Related
22	45-45	1	A	Incident, Basis-Disability
23	46-46	1	A	Incident, Basis-Race
24	47-47	1	A	Incident, Basis-Sex
25	48-51	4	A	Victims of Homicide
26	52-52	1	A	Weapon, Discharged
27	53-53	1	A	Incident, Basis-Religion
28	54-54	1	A	Incident, Basis-Sexual Orientation
29	55-55	1	A	Incident, Hazing-Related

30	56-56	1	A	Incident, Vaping-Related
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31	57-57	1	A	Incident, Setting
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32	58-58	1	A/N	School Personnel – Incident Outcome
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33	59-61	172	143	A/N	Filler HOPE Scholarship Notification
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34	62-72	110	A/N	Filler
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34 35	73-80	8	A/N	Filler/Error Codes
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Last Updated: 7/1/~~2022~~[2023](#)

FORM 102- New Data Element

Data Element #: XXXXXX	Author: Kristi Ham	Date Created: 3/29/2023
Element Name:	Hope Scholarship Notification	
Subject:	New Element	
Year: 2324		

Definition:

For a specific, qualifying School Environmental Safety Incident Reporting (SESIR) incident*, the total number of Hope Scholarship Notification Forms provided to parents notifying them of the opportunity to transfer their student to another school under the Hope Scholarship Program.

Code: Definition/Example

Not applicable for this element

Notes:

NOTE: Qualifying SESIR Incident Types are defined in Rules 6A-1.0017 or Rule 6A-6.0951, F.A.C.*

*Regardless of whether substantiated or not, the types of incidents that qualify a kindergarten through grade 12 public school student for a Hope Scholarship are Aggravated Battery, Bullying, Fighting, Harassment, Hazing, Kidnapping, Robbery, Sexual Assault, Sexual Battery, Sexual Harassment, Sexual Offenses-Other, Simple Battery, and Threat/Intimidation.

Length: 34

Data Type: Numeric

Year Implemented: 2324

State Standard: NO

State Reporting: YES

Local Accountability: YES

FASTER: NO

Migrant Tracking: NO

Required Grades: K-12

Programs Required: All Programs

Formats Required: School Environmental Safety Incident Report DB9 42x

Surveys Required (Yes, Default, Optional, Variable, None):

- Survey 2
- Survey 3
- Survey 5
- Survey R

FORM 102- New Data Element

OSS (DB2) & DQ2 Programming Changes Required: YES

Appendix: None

FORM 101- Data Element Change

Data Element #:	114425	Author:	Kristi Ham	Date Revised:	3/29/2023
Element Name:	Discipline/Resultant Action Code				
Subject:	Code	Year: 2324			
Revision Description:	Deleted codes L, M and R.				
DB2/DQ2 Programming Changes Required	Yes				

(Enter revision below with track changes.)

Code	Definition/Example
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C	Corporal Punishment
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Corporal punishment is defined as the moderate use of physical force or physical contact by a teacher or principal to maintain discipline or to enforce school rule. (Maintained for students in grades PK-12 only.)

E	Expelled, Without Continuing Educational Services
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Student expelled from regular school without continuing educational services provided by the district. (Maintained for students in grades PK-12 and adult)

F	Expelled, With Continuing Educational Services
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Student expelled from regular school with continuing educational services, which may include a disciplinary program or second chance school, and/or referred to the criminal justice or juvenile justice system. (Maintained for students in grades PK-12 and adult)

H	Suspension Extended, Pending Hearing
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Suspension (out-of-school) extended beyond 10 school days pending School Board hearing for expulsion. (This code should only be used when the district Superintendent grants an extension for suspension beyond 10 school days as per Ch. 1006.08, F.S.).

I	Suspension, In-School
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In-school suspension is defined as the temporary removal of a student from the school program not exceeding ten days. (Maintained for students in grades PK-12 only.)

In accordance with the Individuals with Disabilities Education Act, this code must be used for all instances in which a child with a disability is temporarily removed from his/her regular classroom(s) for disciplinary purposes but remains under the direct supervision of school personnel.

L	Seclusion
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~~The involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. It does not include a timeout, which is a behavior management technique that is part of an approved program, involves the monitored~~

FORM 101- Data Element Change

~~separation of the student in a non-locked setting, and is implemented for the purpose of calming.~~

~~M~~ Mechanical Restraint

~~The use of any device or equipment to restrict a student's freedom of movement. The term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professional and are used for the specific and approved purposes for which such devices were designed, such as:~~

~~Adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports; Vehicle safety restraints when used as intended during the transport of a student in a moving vehicle; Restraints for medical immobilization; or Orthopedically prescribed devices that permit a student to participate in activities without risk of harm.~~

N No Discipline

Student was found to have committed a SESIR offense but did not receive discipline as a result because, when taking into account developmentally age-appropriate behavior or disability, if any, the student did not have the capacity to understand his or her behavior and the inappropriateness of his or her actions. This code should be used for either very young students or students with disabilities who otherwise meet these criteria.

O Suspension, Out-of-School

Out-of-school suspension is defined as the temporary removal of a student from a school and the school program for a period not exceeding ten days. (Maintained for students in grades PK-12 only.)

P Placement in Alternative Educational Setting

Student is removed from the school for an offense, i.e., disobedient, disrespectful, violent, abusive, uncontrollable or disruptive behavior, not expelled, and placed in an alternative educational setting.

~~R~~ Physical Restraint

~~A personal restriction that immobilizes or reduces the ability of a student to move his or her torso, arms, legs, or head freely. The term physical restraint does not include a physical escort. Physical escort means a temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student who is acting out to walk to a safe location.~~

S Other SESIR Defined

FORM 101- Data Element Change

Other SESIR defined is all other types of disciplinary action administered for a SESIR defined incident that cannot be reported using any other code in this element. For example, this code may be used when districts require students to attend additional activities such as "Saturday School", tobacco cessation programs, drug prevention programs, counseling, anger management programs, or community service while they continue their regular course of study. (This code is to be used only when the action is related to a SESIR defined incident).

U

Change in Placement

Change in placement (not to exceed 45 days) due to a unilateral decision by school personnel following a drug, weapon or serious bodily injury offense. (This code is for students with disabilities only.)

FORM 101- Data Element Change

Data Element #:	130275	Author:	LaShanda Hatcher-Baker	Date Revised:	6/7/2023
Element Name:	Homeless Unaccompanied Youth				
Subject:	Definition	Year: 2324			
Revision Description:	Clarified the definition.				
DB2/DQ2 Programming Changes Required	Yes/No				

(Enter revision below with track changes.)

A code indicating whether or not a homeless student (or student eligible for homeless services) is also an unaccompanied [child or youth](#) or a [“Certified Unaccompanied Homeless Youth \(UHY\)”](#).

Section 725 of the 2015 McKinney-Vento Homeless Assistance Improvement Act ([MVA](#)) defines [an unaccompanied youth](#) as a homeless child or youth (in grades PreK-12) not in the physical custody of a parent or guardian.

[Section \(s.\) 743.067, Florida Statutes \(F.S.\), defines a “Certified UHY” as an unaccompanied homeless youth who is 16 years of age or older, including a youth who has run away from home, who has been forced to leave his or home, or whose parents have left the area and left the youth behind. The UHY may become certified if he or she has been found by a school district’s homeless liaison to be an UHY eligible for services pursuant to Section 725 MVA. Only use Code C if the homeless liaison has certified the UHY age 16 or older as a “Certified Unaccompanied Homeless Youth.” For all other UHY age 16 or older, use Code U.](#)

Subject:	Code	Year: 2324
Revision Description:	Deleted code “Y”. Added new codes “C” and “U” to align with Section 743.067, F.S. Updated Code “Z” definition.	
DB2/DQ2 Programming Changes Required	Yes/ No	

(Enter revision below with track changes.)

Code Definition/Example

N No. This student is homeless (or student eligible for homeless services) but does not meet the definition of an unaccompanied [child or youth](#).

~~Y — Yes, this student is a homeless child or youth (or student eligible for homeless services) who is not in the physical custody of a parent or guardian.~~

U [A homeless child or youth \(or student eligible for homeless services\) who is not in the physical custody of a parent or guardian and is not certified by the school district homeless liaison as a “Certified Unaccompanied Homeless Youth” pursuant to s. 743.067, F.S.](#)

FORM 101- Data Element Change

C A homeless child or youth (or student eligible for homeless services) not in the physical custody of a parent or guardian and has been certified by the school district homeless liaison as a “Certified Unaccompanied Homeless Youth” pursuant to s. 743.067, F.S.

-Z Not applicable. This student does not meet the definition of a homeless child or youth (or student eligible for homeless services).

FORM 101- Data Element Change

Data Element #:	140225	Author:	Kristi Ham	Date Revised:	7/1/2023
Element Name:	Incident, Type				
Subject:	Code	Year: 2324			
Revision Description:	Deleted code 'HSN' for HOPE Scholarship Notification				
DB2/DQ2 Programming Changes Required	Yes				

(Enter revision below with track changes.)

Code	Definition/Example
**ARS	Arson
**BRK	Burglary
**BUL	Bullying
**DOC	Disruption on Campus – Major (Disorderly Conduct)
**FIT	Fighting (serious mutual combat or mutual altercation only)
**HAR	Harassment
**HAZ	Hazing
**OMC	Other Major Offenses
**PHA	Simple Battery
**ROB	Robbery
**SXH	Sexual Harassment
*BAT	Aggravated Battery
*HOM	Homicide
*KID	Kidnapping
*SXB	Sexual Battery
ALC	Alcohol
DRD	Drug Sale/Distribution
DRU	Drug Use/Possession
HSN	HOPE Scholarship Notification

FORM 101- Data Element Change

STL	Grand Theft
SXA	Sexual Assault
SXO	Sexual Offenses (Other)
TBC	Tobacco
TRE	Threat/Intimidation
TRS	Trespassing
UBL	Unsubstantiated Bullying
UHR	Unsubstantiated Harassment
USA	Unsubstantiated Sexual Assault
USB	Unsubstantiated Sexual Battery
VAN	Criminal Mischief – Felony Vandalism
WPO	Weapons Possession

FORM 101- Data Element Change

Data Element #:	140425	Author:	Kristi Ham	Date Revised:	3/30/2023
Element Name:	Incident, Weapon-Related				
Subject:	Note	Year: 2324			
Revision Description:	Note changed to include Weapon, Description code M.				
DB2/DQ2 Programming Changes Required	No				

(Enter revision below with track changes.)

NOTE: An incident is weapon-related if any of those involved in the incident possessed or used a weapon during the incident or if the incident was somehow related to possession, use or sale of weapons. Code the type of weapon used under Weapon, Description.

*Firearms are defined on the "Weapon, Description" data element as Firearm, Other (Code F), Handgun (Code H), [Multiple Types of Firearms \(Code M\)](#), or Rifle or Shotgun (Code R).

FORM 101- Data Element Change

Data Element #:	161975	Author:	LaShanda Hatcher-Baker	Date Revised:	3/30/2023
Element Name:	Pretest Outcome - Math				
Subject:	Definition	Year: 2324			
Revision Description:	Updated definition for code Z.				
DB2/DQ2 Programming Changes Required	Yes /No				

(Enter revision below with track changes.)

Code Definition/Example

- A The student tested below grade level in Math upon entry into the program or facility.
 - B The student tested at or above grade level in Math upon entry into the program or facility.
 - Z Not applicable. Use this code for students who were at the institution for fewer than 90 consecutive calendar days. ~~Also use this code for students in Department of Juvenile Justice schools.~~
-

FORM 101- Data Element Change

Data Element #:	162125	Author:	LaShanda Hatcher-Baker	Date Revised:	3/30/2023
Element Name:	Pretest Outcome - Reading				
Subject:	Definition	Year: 2324			
Revision Description:	Updated definition for code Z.				
DB2/DQ2 Programming Changes Required	Yes /No				

(Enter revision below with track changes.)

Code Definition/Example

- A The student tested below grade level in Reading upon entry into the program or facility.
 - B The student tested at or above grade level in Reading upon entry into the program or facility.
 - Z -Not applicable. Use this code for students who were at the institution for fewer than 90 consecutive calendar days. ~~Also use this code for students in Department of Juvenile Justice schools.~~
-

FORM 101- Data Element Change

Data Element #:	163275	Author:	LaShanda Hatcher-Baker	Date Revised:	3/30/2023
Element Name:	Progress Level - Math				
Subject:	Definition				Year: 2324
Revision Description:	Updated definition for code Z				
DB2/DQ2 Programming Changes Required	Yes /No				

(Enter revision below with track changes.)

Code Definition/Example

- C The student showed a negative grade level change from the pre to the post test.
 - D The student showed no change from the pre to the post test.
 - F The student showed improvement of up to one full grade level from the pre to the post test.
 - G The student showed improvement of more than one full grade level from the pre to the post test.
 - H The student was not tested.
 - Z -Not applicable. Use this code for students who were at the institution for fewer than 90 consecutive calendar days. ~~Also use this code for students in Department of Juvenile Justice schools.~~
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FORM 101- Data Element Change

Data Element #:	163500	Author:	LaShanda Hatcher-Baker	Date Revised:	3/30/2023
Element Name:	Progress Level - Reading				
Subject:	Definition				Year: 2324
Revision Description:	Updated definition for code Z.				
DB2/DQ2 Programming Changes Required	Yes /No				

(Enter revision below with track changes.)

Code Definition/Example

- C The student showed a negative grade level change from the pre to the post test.
 - D The student showed no change from the pre to the post test.
 - F The student showed improvement of up to one full grade level from the pre to the post test.
 - G The student showed improvement of more than one full grade level from the pre to the post test.
 - H The student was not tested.
 - Z Not applicable. Use this code for students who were at the institution for fewer than 90 consecutive calendar days. ~~Also use this code for students in Department of Juvenile Justice schools.~~
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FORM 101- Data Element Change

Data Element #:	168521	Author:	Carlton Williams	Date Revised:	5/3/2023
Element Name:	Reading Intervention Component				
Subject:	Definition		Year: 2324		
Revision Description:	This data element is being revised to clarify the reporting for districts and to align with statutory language.				
DB2/DQ2 Programming Changes Required	Yes/No				

(Enter revision below with track changes.)

A code indicating whether or not the course is used to provide reading intervention for the student ~~as per~~ Per section 1008.25(4)(a) and (5)(a), F.S. Students who have been determined to have a ~~reading deficiency~~ substantial deficiency in reading, or who are must receive intervention, or identified to receive an intervention, in the locally developed district ~~KG~~-12 Comprehensive Evidence-Based Reading Plan, ~~and~~ must receive ~~the~~ reading interventions delineated in the approved plan.

This indicator applies to students in grades ~~KG~~-12. Report a 'Z' for prekindergarten students.

Data Element #:	168521	Author:	Carlton Williams	Date Revised:	5/3/2023
Element Name:	Reading Intervention Component				
Subject:	Definition		Year: 2324		
Revision Description:	This data element is being revised to clarify the reporting for districts and to align with statutory language.				
DB2/DQ2 Programming Changes Required	Yes/No				

(Enter revision below with track changes.)

Code Definition/Example

- A Yes, this course is used to provide targeted reading intervention (~~tier~~ Tier 2) for this student per section 1011.62(9), (8), F.S
- B Yes, this course is used to provide intensive reading intervention (~~tier~~ Tier 3) for this student per section 1011.62(9), (8), F.S.
- N No, this course is not used to provide reading intervention for this student.
- Z Not applicable. ~~The~~ the student is not in grades KG-12.

FORM 101- Data Element Change

Data Element #:	168521	Author:	Carlton Williams	Date Revised:	5/3/2023
Element Name:	Reading Intervention Component				
Subject:	Note				Year: 2324
Revision Description:	This data element is being revised to clarify the reporting for districts and to align with statutory language.				
DB2/DQ2 Programming Changes Required	Yes/No				

(Enter revision below with track changes.)

Note #1: Select the highest level of intervent the student receives in the course. If Tier 3 is selected, it is understood that the student is also receiving Tier 2 intervention in the course.

~~Note #2: Beginning with the 2020-2021 school year, teachers providing Tier 3 intervention must be properly certified or reading endorsed.~~The reading intervention course must meet the implementation guidelines set forth by the Just Read, Florida! Office and approved in the district's K-12 Comprehensive Evidence-Based Reading Plan per Rule 6A-6.053, F.A.C.

~~Note Note #3: -Collecting data on Summer Reading Camp participants per section 1008.25(7), F.S. will be required during Survey Periods 1 and 4.~~Intensive interventions must be delivered by instructional personnel who possess the literacy micro-credential as provided in s. 1003.485, or are certified or endorsed in reading, and must incorporate evidence-based strategies identified by the Just Read, Florida! Office. Pursuant to s. 1001.215 (8), F.S., instructional personnel who possess a micro-credential as specified in s. 1003.484, F.S., and are delivering intensive reading interventions, must be supervised by an individual certified or endorsed in reading. Per s. 1012.01 (2), F.S., "Instructional personnel" means any k-12 staff member whose function includes the provision of direct instruction services to students. Instructional personnel also includes K-12 personnel whose functions provide direct support in the learning process of students. Included in the classification of instructional personnel are the following K-12 personnel:

-Classroom teachers

-Student personnel services

-Librarians/media specialists

-Other instructional staff (staff members who are part of the instructional staff but are not classified in one of the categories specified in paragraphs (a)-(c). Included in this classification

FORM 101- Data Element Change

are primary specialists, learning resource specialists, instructional trainers, adjunct educators certified pursuant to s. 1012.57, and similar positions.)

-Education paraprofessionals.

Note #4: Collecting data on Summer Reading Camp participants per s. 1008.25(7), F.S., will be required during Survey Periods 1 and 4.

FORM 101- Data Element Change

Data Element #:	181113	Author:	Kristi Ham	Date Revised:	3/14/2023
Element Name:	Transportation Membership Category				
Subject:	Code	Year: 2324			
Revision Description:	Added code P for the 2023-24 school year.				
DB2/DQ2 Programming Changes Required	Yes				

(Enter revision below with track changes.)

Code Definition/Example

P [Family Empowerment Scholarship Student Transportation](#). This code is for internal FDOE usage only.

FORM 101- Data Element Change

Data Element #:	197235	Author:	Kristi Ham	Date Revised:	7/1/2023
Element Name:	Online Course				
Subject:	Year Inactive			Year: 2324	
Revision Description:	Deleted data element – Student Database				
DB2/DQ2 Programming Changes Required	Yes				

(Enter revision below with track changes.)

Year Deleted 2324

FORM 101- Data Element Change

Data Element #:	197235	Author:	Kristi Ham	Date Revised:	7/1/2023
Element Name:	Online Course				
Subject:	Year Inactive	Year: 2324			
Revision Description:	Data element is to be removed effective the 2023-24 school year.				
DB2/DQ2 Programming Changes Required	Yes				

(Enter revision below with track changes.)

INACTIVE AS OF 2023-24

FLORIDA DEPARTMENT OF EDUCATION

DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:

AUTOMATED STUDENT INFORMATION SYSTEM

AUTOMATED STUDENT DATA ELEMENTS

Year: 2022-23

Data Element Number: **197235**

Data Element Name: **Online Course**

~~An indicator of whether the student took this course under conditions that met an online course as per s. 1002.321(3) and s. 1003.4282(4), F.S.~~

~~Code~~ ~~Definition/Example~~

~~I~~ ~~—~~ ~~This requirement was met by the student's completion of a course in which the student earned a nationally recognized Industry Certification in information technology that is identified on the CAPE Industry Certification Funding List pursuant to s. 1008.44, F.S., as applicable as per s. 1003.4282(4), F.S.~~

~~J~~ ~~—~~ ~~This requirement was met by the student's passage of the information technology certification examination pursuant to s. 1008.44, F.S. without enrollment in or completion of the corresponding course or courses, as applicable per s. 1003.4282(4), F.S.~~

~~N~~ ~~—~~ ~~This course was not taken under conditions that met the requirements to be an online course as per s. 1002.321(3) and s. 1003.4282(4), F.S.~~

~~Y~~ ~~—~~ ~~This course was taken under conditions that met the requirements of being an online course as per s. 1002.321(3) and s. 1003.4282(4), F.S.~~

FORM 101- Data Element Change

Notes:

~~Online courses designated with a 'Y' code must be within the 24 credits required for high school graduation.~~

~~A student may take either a .5 or a 1.0 credit course, as designated in the Florida Course Code Directory, to satisfy the online course requirement under the 24 credit program in s. 1003.4282(4), F.S.~~

Length: 1

Data Type: Alphabetic

Year Implemented: 1112

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: 06-12

Programs Required:

Virtual Instruction

Formats Required:

Student Course Transcript Information DB9 39x

Surveys Required: Survey 5 Yes

Appendixes:

None

Description of Changes:

10/24/2017 — Definition — Deleted references to the definition for online course since there is no

FORM 101- Data Element Change

_____ statutory/rule authority providing one.

8/29/2017 Notes _____ Changed note #2 to include corrected statutory reference and added
_____ “CCD” language

8/29/2017 Codes _____ Deleted code “O” per HB 7069 (no longer applicable).

7/1/2016 Codes _____ Updated Florida Statue reference; added two new codes (I,O) to
_____ accommodate the 2016 Legislative expansion to satisfy this
_____ requirement.

7/1/2016 Definition _____ Updated Florida Statute reference. 7/1/2016 Codes Updated Florida
_____ Statue reference; added two new codes (I,O) to accommodate the 2016
_____ Legislative expansion to satisfy this requirement.

7/1/2016 Definition _____ Updated Florida Statue reference. 7/1/2016 Codes Changed definition
_____ of code I.

7/1/2016 Codes _____ Added Code J. 7/2/2014 Notes Deleted language in Note that
_____ referenced driver education based on SB 850.

7/2/2014 Codes _____ Deleted language in code “Y” that referenced driver education based on
_____ SB 850.

7/1/2014 Definition _____ Added narrative to definition for clarity

9/9/2013 Notes _____ Note amended to explain that the course may be either a .5 or a 1.0
_____ credit to satisfy the requirement. Also added that students who enter
_____ 9th grade beginning in the 2013-14 school year will have an online
_____ driver education course coded with “N”.

9/9/2013 Codes _____ Y code definition updated to exclude driver education course for
_____ students who enter 9th grade in the 2013-14 school year.

6/1/2012 Notes _____ Added note indicating that the course must be one of the 24 required
_____ for graduation.

FORM 101- Data Element Change

~~10/24/2011~~ ~~—————~~ ~~New Data Element~~

FORM 101- Data Element Change

Data Element #:	197267	Author:	Kristi Ham	Date Revised:	7/1/2023
Element Name:	Diploma Biliteracy Seal Designation				
Subject:	Note	Year: 2324			
Revision Description:	Deleted 'and designated on the student transcript' from the notes.				
DB2/DQ2 Programming Changes Required	No				

(Enter revision below with track changes.)

Data Element Name: Diploma Biliteracy Seal Designation

An indicator to designate that a student has earned a standard diploma under section 1003.4282, F.S., and has satisfied the Gold Seal of Biliteracy or the Silver Seal of Biliteracy requirements per section 1003.432, F.S. This seal is signified on the standard diploma ~~and designated on the student transcript.~~

Code	Definition/Example
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FORM 101- Data Element Change

Data Element #:	197279	Author:	Kristi Ham	Date Revised:	7/6/2023
Element Name:	English Language Learners: Tier Placement				
Subject:	Definition	Year: 2324			
Revision Description:	Revise definition on codes D and Z				
DB2/DQ2 Programming Changes Required	No				

(Enter revision below with track changes.)

Code Definition/Example

D Alternate Tier – placement based on all of the following criteria:

- Student has a [most](#) significant cognitive disability and receives special education under IDEA (2004).
- Student requires extensive direct individualized instruction and substantial supports to achieve measurable gains in the grade and age appropriate curriculum.
- Student is or will be participating in Access Points Curriculum and/or Statewide, Standardized Alternate Assessment.
- Student is enrolled in grades [K1](#)–12.

Z Not Applicable – Use for all KG students [who do not have a most significant cognitive disability](#) and for ELL students coded as LA, LF, LP or LZ on the English Language Learners, PK-12 data element.

FORM 101- Data Element Change

Data Element #:	115225	Author:	Kristi Ham	Date Revised:	7/1/2023
Element Name:	District Number, Current Enrollment				
Subject:	Code	Year: 2324			
Revision Description:	Added Districts #81 for TCC and #82 for FSU Bay				
DB2/DQ2 Programming Changes Required	Yes				

(Enter revision below with track changes.)

Code Definition/Example

01 – 68, 71- State assigned number for school district or other agency
75, 80 - 82

99 Other than a Florida school

FORM 101- Data Element Change

Data Element #:	115325	Author:	Kristi Ham	Date Revised:	7/1/2023
Element Name:	District Number, Current Instruction/Service				
Subject:	Code	Year: 2324			
Revision Description:	Added Districts #81 for TCC and #82 for FSU Bay				
DB2/DQ2 Programming Changes Required	Yes				

(Enter revision below with track changes.)

Code Definition/Example

00 Use this code only on the Federal/State Indicator Status format in fields District Number, Current Instruction/Service: CAPE (First) and District Number, Current Instruction/Service: CAPE (Second) if these fields do not apply to the student.

~~01 – 76, 80 State assigned number for school district or other agency, excluding 69-80 – 82~~

01 – 68, 71- State assigned number for school district or other agency
75, 80 - 82

FORM 101- Data Element Change

Data Element #:	115475	Author:	Kristi Ham	Date Revised:	7/1/2023
Element Name:	District Number, Where Incident Occurred				
Subject:	Code	Year: 2324			
Revision Description:	Added Districts #81 for TCC and #82 for FSU Bay				
DB2/DQ2 Programming Changes Required	Yes				

(Enter revision below with track changes.)

Code Definition/Example

~~01 – 76, 80~~ — State assigned number for school district or other agency, excluding 69-80 – 82

01 – 68, 71- State assigned number for school district or other agency

75, 80 - 82

99 Other than a Florida school

FORM 101- Data Element Change

Data Element #:	115625	Author:	Kristi Ham	Date Revised:	7/1/2023
Element Name:	District Number, Where Credit Earned				
Subject:	Code	Year: 2324			
Revision Description:	Added Districts #81 for TCC and #82 for FSU Bay				
DB2/DQ2 Programming Changes Required	Yes				

(Enter revision below with track changes.)

Code Definition/Example

~~01 – 76, 80~~ — ~~State assigned number for school district or other agency, excluding 69-80-82~~

01 – 68, 71- 75, 80 - 82 State assigned number for school district or other agency

99 Florida non-public school or postsecondary school

AA-ZB Two-character code for foreign country in which the student earned credit.

AL-WY Two-character code for out-of-state districts in which the student earned credit. See Appendix H: State Codes.

FORM 101- Data Element Change

Data Element #:	115628	Author:	Kristi Ham	Date Revised:	7/1/2023
Element Name:	District Number, Where Discipline/Resultant Action Occurred				
Subject:	Code	Year: 2324			
Revision Description:	Added Districts #81 for TCC and #82 for FSU Bay				
DB2/DQ2 Programming Changes Required	Yes				

(Enter revision below with track changes.)

Code Definition/Example

~~01-76, 80~~ — ~~State assigned number for school district or other agency, excluding 69-~~

~~80-82~~

01 – 68, 71- State assigned number for school district or other agency

75, 80 - 82

99 Other than a Florida school

FORM 101- Data Element Change

Data Element #:	115635	Author:	Kristi Ham	Date Revised:	7/1/2023
Element Name:	District Number, Where Tested				
Subject:	Code	Year: 2324			
Revision Description:	Added Districts #81 for TCC and #82 for FSU Bay				
DB2/DQ2 Programming Changes Required	Yes				

(Enter revision below with track changes.)

Code Definition/Example

~~01 – 68 State assigned number for the school district or other agency.~~

~~71-75, 78 State assigned number for the school district or other agency.~~

~~79, 80 – 82~~

01 – 68, 71- State assigned number for school district or other agency
75, 80 - 82

FORM 101- Data Element Change

Data Element #:	109625	Author:	Carlton Williams	Date Revised:	6/1/2023
Element Name:	Course, State Subject Area Requirements				
Subject:	Code	Year: 2324			
Revision Description:	Added new code PL to align with Section 1003.4282(3)(h), Florida Statutes Added new code FE to align with Section 1003.4282 (3) (h), Florida Statutes				
DB2/DQ2 Programming Changes Required	Yes /No				

(Enter revision below with track changes.)

Code Definition/Example

- A1 Algebra I or equivalent. Required for use with incoming ninth grade students in 2011-12 and subsequent years.
- A2 Algebra 2 or equivalent. Required for use with incoming ninth grade students in 2012-13. (not a valid code beginning with the 2014-15 school year; local use only)
- AG United States (American) Government
- AH United States (American) History
- BI Biology or equivalent or postsecondary course identified as a biology credit on the Dual Enrollment High School Equivalency List. Required for use with incoming ninth grade students in 2011-12 and subsequent years.
- CE Computer Education (Effective 91-92, but may be used prior to effective date)
- CH Chemistry or equivalent course (not a valid code; local use only)
- EC Economics
- EL Electives
- EN English Language Arts
- EQ Equally rigorous course that counts for science credit
- EX Exceptional Student
- [FE](#) [Personal Financial Literacy and Economics. Required for use with incoming ninth grade students in 2023-24 and subsequent years.](#)
- FL World (Foreign) Language Electives
- GE Geometry or equivalent. Required for use with incoming ninth grade students in 2011-12 and subsequent years.

FORM 101- Data Element Change

LA	Language Arts Elective (Effective for students who entered high school prior to the 2007-08 academic year.)
LM	Life Management Skills (Effective for students who entered high school prior to the 2007-08 academic year.)
MA	Mathematics
NC	Non Credit
PA	Practical Arts with artistic content
PE	Physical Education
PF	Performing Fine Arts
PH	Physics or equivalent course (not a valid code; local use only)
<u>PL</u>	<u>Personal Financial Literacy. Required for use with incoming ninth grade students in 2023-24 and subsequent years.</u>
S3	Integrated Science 3; upon conclusion of the three-course Integrated Science (courses 2002400, 2002420, and 2002440) or honors (2002410, 2002430, and 2002450) series. A graduation code of S3 indicates that a student has earned credits toward Biology, Chemistry or Physics, and an equally rigorous science credit toward high school scholar designation. (not a valid code; local use only)
SC	Science (Not a valid code beginning with the 2015-16 school year; local use only.)
SS	Social Studies Elective (Effective through school year 1314)
SV	Half Science and Half career and technical education (Effective school year 0708 through 1213)
VO	Career & Technical (excluding courses coded PA)
WH	World History

FORM 101- Data Element Change

Data Element #:	109675	Author:	Carlton Williams	Date Revised:	5/3/2023 6/1/2023
Element Name:	Course Substituted, State Subject Area Requirements				
Subject:	Code	Year: 2324			
Revision Description:	Added new code PL to align with Section 1003.4282(3)(h), Florida Statutes Added new code FE to align with Section 1003.4282 (3) (h), Florida Statutes				
DB2/DQ2 Programming Changes Required	Yes /No				

(Enter revision below with track changes.)

Code Definition/Example

- A1 Algebra I or equivalent. Required for use with incoming ninth grade students in 2011-12 and subsequent years.
- A2 Algebra 2 or equivalent. Required for use with incoming ninth grade students in 2012-13. (not a valid code beginning with the 2014-15 school year; local use only)
- AH United States (American) History
- BI Biology or equivalent or postsecondary course identified as a biology credit on the Dual Enrollment High School Equivalency List. Required for use with incoming ninth grade students in 2011-12 and subsequent years.
- Blank This course has no Course Number, Substituted associated with it.
- CE Computer Education (Effective 91-92, but may be used prior to effective date)
- CH Chemistry or equivalent course (not a valid code; local use only)
- EC Economics
- EL Electives
- EN English Language Arts
- EQ Equally rigorous course that counts for science credit
- EX Exceptional Student
- [FE Personal Financial Literacy and Economics. Required for use with incoming ninth grade students in 2023-24 and subsequent years.](#)
- FL World (Foreign) Language Electives

FORM 101- Data Element Change

- GE Geometry or equivalent. Required for use with incoming ninth grade students in 2011-12 and subsequent years. Page 1 of 4 Data Element Number: 109675 Data Element Name: Course Substituted, State Subject Area Requirements
- LA Language Arts Electives (Effective for students who entered high school prior to the 2007-08 academic year.)
- LM Life Management Skills (Effective for students who entered high school prior to the 2007-08 academic year.)
- MA Mathematics
- NC Non Credit
- PA Practical Arts with artistic content
- PE Physical Education
- PF Performing Fine Arts
- PH Physics or equivalent course (not a valid code; local use only)
- PL Personal Financial Literacy. Required for use with incoming ninth grade students in 2023-24 and subsequent years.
- S3 Integrated Science 3; upon conclusion of the three-course Integrated Science (courses 2002400, 2002420, and 2002440) or honors (2002410, 2002430, and 2002450) series. A graduation code of S3 indicates that a student has earned credits toward Biology, Chemistry or Physics, and an equally rigorous science credit toward high school scholar designation. (not valid code; local use only)
- SC Science (Not a valid code beginning with the 2015-16 school year; local use only.)
- SS Social Studies Elective (Effective through school year 1314)
- SV Half Science and Half career and technical education (Effective school year 0708 through 1213)
- WH World History
-

Data Element Number: 101742

Data Element Name: Adult Test Form

Data Element #:	101742	Author:	Lajuan Williams	Date Revised:	2/7/2023
Element Name:	Adult Test Form				
Subject:	Definition	Year: 2324			
Revision Description:	Deleted definitions for the codes BEST Literacy and CASAS. Revised the codes for TABE and Other				
DB2/DQ2 Programming Changes Required	Yes				

(Enter revision below with track changes.)

Code Definition/Example

BEST Literacy (Reading and Writing)

B BEST Literacy (~~Reading and Writing~~)

C BEST Literacy (~~Reading and Writing~~)

D BEST Literacy (~~Reading and Writing~~)

BEST PLUS

NA BEST PLUS ("Form" is "Not Applicable" for BEST PLUS)

CASAS Life and Work 80 (Reading for ESOL or ELCATE)

185R CASAS Life and Work Skills Series Level C Reading (ESOL or ELCATE Only)

186R CASAS Life and Work Skills Series Level C Reading (ESOL or ELCATE Only)

187R CASAS Life and Work Skills Series Level D Reading (ESOL or ELCATE Only)

188R CASAS Life and Work Skills Series Level D Reading (ESOL or ELCATE Only)

27R CASAS Beginning Literacy Reading Level A (ESOL Only)

28R CASAS Beginning Literacy Reading Level A (ESOL Only)

81R CASAS Life and Work Skills Series Level A Reading (ESOL or ELCATE Only)

81RX CASAS Life and Work Skills Series Level A Reading (ESOL or ELCATE Only)

82R CASAS Life and Work Skills Series Level A Reading (ESOL or ELCATE Only)

Data Element Number: 101742

Data Element Name: Adult Test Form

82RX CASAS Life and Work Skills Series Level A Reading (ESOL or ELCATE Only)

83R CASAS Life and Work Skills Series Level B Reading (ESOL or ELCATE Only)

84R CASAS Life and Work Skills Series Level B Reading (ESOL or ELCATE Only)

85R CASAS Life and Work Skills Series Level C Reading (ESOL or ELCATE Only)

86R CASAS Life and Work Skills Series Level C Reading (ESOL or ELCATE Only)

CASAS 900 GOALS (Reading for ABE only)

901R CASAS Reading GOALS (~~ABE Reading Only~~)

902R CASAS Reading GOALS (~~ABE Reading Only~~)

903R CASAS Reading GOALS (~~ABE Reading Only~~)

904R CASAS Reading GOALS (~~ABE Reading Only~~)

905R CASAS Reading GOALS (~~ABE Reading Only~~)

906R CASAS Reading GOALS (~~ABE Reading Only~~)

907R CASAS Reading GOALS (~~ABE Reading Only~~)

908R CASAS Reading GOALS (~~ABE Reading Only~~)

CASAS 900 GOALS (Math for ABE Only)

913M CASAS Math GOALS (~~ABE Math Only~~)

914M CASAS Math GOALS (~~ABE Math Only~~)

917M CASAS Math GOALS (~~ABE Math Only~~)

Data Element Number: 101742

Data Element Name: Adult Test Form

918M CASAS Math GOALS (~~ABE Math Only~~)

[CASAS](#) [Life and Work 980 \(Listening for ESOL or ELCATE\)](#)

981L CASAS Life and Work Skills Series Level A Listening (~~ESOL or ELCATE Only~~)

982L CASAS Life and Work Skills Series Level A Listening (~~ESOL or ELCATE Only~~)

983L CASAS Life and Work Skills Series Level B Listening (~~ESOL or ELCATE Only~~)

984L CASAS Life and Work Skills Series Level B Listening (~~ESOL or ELCATE Only~~)

985L CASAS Life and Work Skills Series Level C Listening (~~ESOL or ELCATE Only~~)

986L CASAS Life and Work Skills Series Level C Listening (~~ESOL or ELCATE Only~~)

TABE

11~~OL~~ TABE form 11 - ~~Online~~

11~~PB~~ TABE form 11 - ~~Paper Based~~

12~~OL~~ TABE form 12 - ~~Online~~

12~~PB~~ TABE form 12 - ~~Paper Based~~

[TABE CLAS E \(ESOL or ELCATE only\)](#)

A TABE CLAS E (~~ESOL or ELCATE Only~~)

B TABE CLAS E (~~ESOL or ELCATE Only~~)

[Other](#)

[ZZZZ](#) [Not Applicable \(GED®\)](#)

Data Element #:	101742	Author:	Lajuan Williams	Date Revised:	2/7/2023
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Element Name:	Adult Test Form
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Subject:	Formats Required	Year:	2324
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Data Element Number: 101742

Data Element Name: Adult Test Form

Revision Description:	Revised Format to reflect new name change
DB2/DQ2 Programming Changes Required	Yes

Formats Required: WDIS Adult General Education Test [and Performance](#) Record DB9 62x

Data Element #:	101742	Author:	Lajuan Williams	Date Revised:	2/7/2023
Element Name:	Adult Test Form				
Subject:	Note	Year: 2324			
Revision Description:	Added description of changes to the data element for the Definition, Code and Format Required				
DB2/DQ2 Programming Changes Required	Yes				

Description of Changes:

[7/1/2023](#) [Codes](#)

[Deleted codes Paper Based and Online for TABE forms 11 and 12](#)

[7/1/2023](#) [Codes](#)

[Added code ZZZZ for Not Applicable as GED®.](#)

7/1/2022 Codes

Added to definitions for CASAS codes 185R-188R, 27R, 28R, 81R, 81RX, 82R, 82RX, 83R-86R and 981L- 9861L; and to TABE codes A & B.

7/1/2019 Codes

Deleted CASAS Life Skills Series codes 31M-38M; added CASAS Math GOALS codes 913M – 918M; deleted TABE codes 9 and 10; modified TABE 11 to 11OL and TABE 12 to 12OL; added TABE 11PB and 12PB.

7/1/2018 Codes

Added eight new CASAS Reading Test Form codes.

FORM 101- Data Element Change

3/21/2018	Codes	Added TABE Form 11 and TABE Form 12
7/1/2017	Codes	Removed Wonderlic GAIN from Adult Test Form.
7/1/2016	Codes	Removal of or modification of obsolete test forms for CASAS
12/18/2015	Codes	Addition of new valid forms for CASAS listening as required by the Division of Career and Adult Education
11/19/2013	Codes	Correction of the "Level" for five CASAS forms
8/15/2012	Codes	Add forms back for CASAS Listening (81L, 82L, 83L, 84L, 85L & 86L).
6/1/2012	Codes	For BEST Literacy Tests deleted codes 1 and 2 and added codes B, C and D. For CASAS, deleted codes 81L, 82L, 83L, 84L, 85L and 86L.

Data Element #:	101759	Author:	Lajuan Williams	Date Revised:	2/9/2023
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Element Name: **Adult Test Level**

Subject: Definition Year: 2324

Revision Description: Modified Definitions

DB2/DQ2 Programming Changes Required: Yes

(Enter revision below with track changes.)

Code Definition/Example

~~Value for BEST PLUS~~

NA "Level" is "Not Applicable" for BEST PLUS

~~Values for CASAS 900 GOALS ONLY (Reading for ABE)~~

~~Values for CASAS GOALS ONLY (Math)~~

~~Values for CASAS Life and Work 80 ONLY (Reading for ESOL or ELCATE)~~

~~Values for CASAS Life and Work 980 ONLY (Listening for ESOL or ELCATE)~~

~~Values for TABE ONLY~~

Data Element #:	101759	Author:	Lajuan Williams	Date Revised:	2/9/2023
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Element Name: **Adult Test Level**

Subject: Code Year: 2324

Revision Description: Modified Codes and Definitions

DB2/DQ2 Programming Changes Required: Yes

Code Definition/Example

~~Values for TABE CLAS E ONLY~~

- 1 [Level 1](#) ~~Easy~~
- 2 [Level 2](#) ~~Medium~~
- 3 [Level 3](#) ~~Difficult~~
- 4 [Level 4](#) ~~Advanced~~

~~Values for BEST Literacy ONLY~~

- ~~B~~ ~~Easy~~
- ~~C~~ ~~Medium~~
- ~~D~~ ~~Difficult~~

[NA](#) "Level" is "Not Applicable" for BEST Literacy

[Other](#)

[NA](#) "Level" is "Not Applicable" for GED®

Data Element #:	101759	Author:	Lajuan Williams	Date Revised:	2/9/2023
Element Name:	Adult Test Level				
Subject:	Formats Required	Year: 2324			
Revision Description:	Revised Format to reflect new name change				
DB2/DQ2 Programming Changes Required	Yes				

(Enter revision below with track changes.)

Formats Required: WDIS Adult General Education Test [and Performance](#) DB9 62X

Data Element #:	101759	Author:	Lajuan Williams	Date Revised:	2/9/2023
Element Name:	Adult Test Level				
Subject:	Choose a subject.	Description of Year: 2324 Changes			
Revision Description:	Updated Description of Changes to reflect the changes made on the Data Element				
DB2/DQ2 Programming Changes Required	Yes				

(Enter revision below with track changes.)

Description of Changes:

7/1/2023	Codes	Added NA for GED®
7/1/2023	Codes	Removed codes B, C and D from BEST Literacy and added NA as a code.
7/1/2022	Codes	Added language clarifications for CASAS (Math) and CASAS (Reading for ESOL or ELCATE); Added new sections and coding for CASAS (Reading for ABE) and CASAS (Listening for ESOL or ELCATE)
7/1/2019		Added Values for CASAS ONLY (Math) section and added Code AB, with description Easy, and Code CD, with description Difficult.
7/1/2017	Codes	Removed Wonderlic GAIN.

Data Element #:	101776	Author:	Lajuan Williams	Date Revised:	2/8/2023
Element Name:	Adult Test Name				
Subject:	Code	Year: 2324			
Revision Description:	Added Code GED				
DB2/DQ2 Programming Changes Required	Yes				

(Enter revision below with track changes.)

Code Definition/Example

BSL BEST Literacy

BSP BEST-Plus

CAG CASAS GOALS

CLW CASAS Life and Work

TAB Test of Adult Basic Education (TABE)

TBE TABE CLAS E

[GED](#) [GED®](#)

Data Element #:	101776	Author:	Lajuan Williams	Date Revised:	2/8/2023
Element Name:	Adult Test Name				
Subject:	Note	Year: 2324			
Revision Description:	Revised reporting guidance to assist in reporting the appropriate test name.				
DB2/DQ2 Programming Changes Required	Yes				

(Enter revision below with track changes.)

Note:
Code CAG represents the reading and math/or tests designed for [ABE, GED® Prep and CTE](#), ~~ABE and GED Prep.~~
Code CLW represents the ~~tests consisting of~~ reading and listening [tests](#) designed for ESOL.
Code TAB represents the reading, language and/or math tests designed for [ABE, GED® Prep and CTE](#), ~~CTE, ABE and GED Prep.~~
Code TBE represents ~~the test consisting of~~ reading and listening [tests](#) designed for ESOL.
~~Adult Tests are used to establish initial functioning level via Adult Educational Functioning Level, Initial (Reading, Listening, and Non-ESOL/ELCATE) when reported on the Adult General Student Course Format.~~

Data Element #:	101776	Author:	Lajuan Williams	Date Revised:	2/8/2023
Element Name:	Adult Test Name				
Subject:	Formats Required				Year: 2324
Revision Description:	Updated Format WDIS Adult General Education Test Record				
DB2/DQ2 Programming Changes Required	Yes				

Formats Required:

WDIS Adult General Education Test [and Performance](#) Record DB9 62x

Data Element #:	101776	Author:	Lajuan Williams	Date Revised:	2/8/2023
Element Name:	Adult Test Name				
Subject:	Choose a subject. Changes	Description of	Year: 2324		
Revision Description:	Updated Format WDIS Adult General Education Test Record				
DB2/DQ2 Programming Changes Required	Yes				

Description of Changes:

2/01/2023	Codes	Added GED®
7/1/2022	Notes	Updated 'Notes' to assist with clarity in reporting for some of the codes.
7/1/2022	Codes	CASAS split into 2 tests: CLW replaced CAS code & new CAG code
7/1/2020	Notes	Added note clarifying the code to report on the WDIS Adult General Education Student Course format.
7/1/2020	Formats Required	Add WDIS Adult General Education Student Course format as a required format.
7/1/2017	Codes	Wonderlic GAIN test must no longer be used to test students entering Adult General Education Programs

Data Element #:	101793	Author:	Lajuan Williams	Date Revised:	2/8/2023
Element Name:	Adult Test Score				
Subject:	Code	Year: 2324			
Revision Description:	Updated and added Test Range Score codes and updated definitions as appropriate.				
DB2/DQ2 Programming Changes Required	Yes				

(Enter revision below with track changes.)

Code	Definition/Example
0-249 <u>169-240</u>	CASAS Listening (Life and Work Skills for ESOL and ELCATE)
1700 - 265	CASAS Reading (Life and Work Skills for ESOL and ELCATE)
<u>153 - 202</u>	<u>CASAS Beginning Literacy Reading Level A</u>
0-268 <u>178 - 250</u>	CASAS Math (GOALS for ABE Math Only)
0-262 <u>165-263</u>	CASAS Reading (GOALS for ABE)
088 - 564 <u>999</u>	BEST 2.0 Plus Listening and Speaking
225-600 <u>250 - 680</u>	TABE CLASE-E Reading
230 - 710 <u>600</u>	TABE-CLASE-E Listening
<u>100 - 200</u>	<u>GED®</u>

Data Element #:	101793	Author:	Lajuan Williams	Date Revised:	2/8/2023
Element Name:	Adult Test Score				
Subject:	Note	Year: 2324			
Revision Description:	Updated Note for Appendix Q, website reference and Description of Changes				
DB2/DQ2 Programming Changes Required	Yes				

(Enter revision below with track changes.)

NOTE: Please see the [State Data Reporting Procedures for TABE 11/12 resource for see Appendix Q \(?\)](https://www.fldoe.org/academics/career-adult-edu/career-adult-edu-technical-assistance-stml) for information on which score to report when a test administration results in a score of "N/A" or "OOR" (Out of Range). [Additionally, reference technical assistance: https://www.fldoe.org/academics/career-adult-edu/career-adult-edu-technical-assistance-stml.](https://www.fldoe.org/academics/career-adult-edu/career-adult-edu-technical-assistance-stml)

Data Element #:	101793	Author:	Lajuan Williams	Date Revised:	2/8/2023
Element Name:	Adult Test Score				
Subject:	Formats Required			Year:	2324
Revision Description:	Updated format for WDIS Adult General Education Test Record				
DB2/DQ2 Programming Changes Required	Yes				

(Enter revision below with track changes.)

Formats Required:

WDIS Adult General Education Test [and Performance](#) Record DB9 62x

Data Element #:	101793	Author:	Lajuan Williams	Date Revised:	2/8/2023
Element Name:	Adult Test Score				
Subject:	Choose a subject.	Appendix			Year: 2324
Revision Description:	Added new Appendix Q				
DB2/DQ2 Programming Changes Required	Yes				

(Enter revision below with track changes.)

Appendixes:

~~None~~ [Appendix Q](#)

Data Element #:	101793	Author:	Lajuan Williams	Date Revised:	2/8/2023
Element Name:	Adult Test Score				
Subject:	Choose a subject.	Description of Changes			Year: 2324
Revision Description:	Added new Appendix Q				
DB2/DQ2 Programming Changes Required	Yes				

Description of Changes:

[7/1/2023](#) [Appendixes](#) [Added Appendix Q](#)

[7/1/2023](#) [Codes](#) [Modified test score ranges for CASAS Listening, CASAS Reading, CASA Math, CASAS Reading, BEST 2.0 Listening and Speaking, TABE CLASE-E Reading and TABE CLASE-E Listening.](#)

[7/1/2023](#) [Codes](#) [Added CASAS Beginning Literacy Reading Level A and GED tests](#)

7/1/2022	Codes	Test score range deleted for BEST Literacy Writing. Test score range revised for Code 0-268. Test score ranges definition revised for 0-249, 0-268, 0-78 and 088-999.
7/1/2019	Codes	Removed score codes 160-795 (TABE 9-10 Math), 160-812 (TABE 9-10 Reading) and 235-826 (TABE 9-10 Language).
1/1/2019	Notes	Added a NOTE to indicate how to report an Out of Range (OOR) or N/A score on TABE 11/12 test.
7/1/2018	Codes	Added CASAS Reading score code 165-262; Added example to CASAS Reading score code 0-265.
3/21/2018	Codes	Added TABE 11-12 Math, Reading & Language Scores
7/1/2017	Codes	Wonderlic GAIN Adult Test Score will no longer be used.
6/1/2012	Codes	Added BEST Literacy Writing and Wonderlic GAIN Language (English). Deleted TABE CLASE-E Reading and Writing and TABE CLASE-E Listening and Speaking. Updated test score values for most tests.

Data Element #:	101810	Author:	Lajuan Williams	Date Revised:	2/8/2023
Element Name:	Adult Test Subject Content				
Subject:	Definition	Year: 2324			
Revision Description:	Deleted TABE reference from Code N and Added Codes T,C with definitions Social Studies and Science				
DB2/DQ2 Programming Changes Required	Yes				

(Enter revision below with track changes.)

Code	Definition/Example
N	Language (TABE)
<u>T</u>	<u>Social Studies</u>
<u>C</u>	<u>Science</u>

Data Element #:	101810	Author:	Lajuan Williams	Date Revised:	2/8/2023
Element Name:	Adult Test Subject Content				
Subject:	Note	Year: 2324			
Revision Description:	Notes added to provide guidance for reporting adult test subject content.				
DB2/DQ2 Programming Changes Required	Yes				

(Enter revision below with track changes.)

Note:
The GED ® test for Reasoning Through Language Arts should be reported as Language (value 'N').
The BEST Literacy test for Reading and Writing should be reported as Language (value 'N').
The BEST Plus test for Listening and Speaking should be reported as Listening (value 'S').

Data Element #:	101810	Author:	Lajuan Williams	Date Revised:	2/8/2023
Element Name:	Adult Test Subject Content				
Subject:	Formats Required	Year: 2324			
Revision Description:	Revised format to reflect new name change				
DB2/DQ2 Programming Changes Required	Yes				

(Enter revision below with track changes.)

Formats Required:

WDIS Adult General Education Test and Performance Record DB9 62x

Data Element #:	101810	Author:	Lajuan Williams	Date Revised:	2/8/2023
Element Name:	Adult Test Subject Content				
Subject:	Note	Year: 2324			
Revision Description:	Revised format to reflect new name change				
DB2/DQ2 Programming Changes Required	Yes				

Description of Changes:

7/1/2023	Codes	Added Codes T for Social Science and C for Science.
7/01/2023	Definition	Removed TABE from Language description
7/1/2022	Codes	Removed 'Algebra' from definition for Code M
7/1/2019	Codes	Removed code O (ESL).

FORM 101- Data Element Change

Data Element #:	185125	Author:	Lajuan Williams	Date Revised:	5/1/2023
Element Name:	Program Completer				
Subject:	Element Name	Year: 2324			
Revision Description:	Revised Data Element Name from Full Program Completer to Program Completer				
DB2/DQ2 Programming Changes Required	Yes				

(Enter revision below with track changes.)

Data Element Name: ~~Full~~ Program Completer

Data Element #:	185125	Author:	Lajuan Williams	Date Revised:	5/1/2023
Element Name:	Program Completer				
Subject:	Note	Year: 2324			
Revision Description:	Data element description updated				
DB2/DQ2 Programming Changes Required	Yes				

(Enter revision below with track changes.)

Indicate the type of credential (Career ~~and Technical Education~~ Certificate, Applied Technology Diploma, or Apprenticeship) for which a student was a program completer. Completion types include full program completer and derived completer. A derived completer is a student who completed all coursework but did not pass the Basic Skills test. For derived completers, report value 'O'. ~~awarded to the student this term for career and technical education instruction.~~

Data Element #:	185125	Author:	Lajuan Williams	Date Revised:	5/1/2023
Element Name:	Program Completer				
Subject:	Code	Year: 2324			
Revision Description:	New code value of "O" and revised code N, P and V language				
DB2/DQ2 Programming Changes Required	Yes				

(Enter revision below with track changes.)

Code	Definition/Example
------	--------------------

A	Applied Technology Diploma - awarded after the student completes a postsecondary Applied Technology Diploma program.
---	--

N	Indicates that no Career and technical education Certificate, Applied Technology Diploma, or state apprenticeship certificate was awarded to the student this term.
---	--

FORM 101- Data Element Change

O [Student completed all coursework for a Career Certificate program but did not pass the basic skills test. NOTE: Student may be reported in a subsequent term with a 'V' if the basic skills requirement is met at a future date.](#)

P Apprenticeship Program: student is issued a completion of apprenticeship certificate by the Florida Department of Education from a registered apprenticeship [or](#) Preapprenticeship program.

V Career ~~and Technical Education~~ Certificate - awarded after the student completes the entire postsecondary Career ~~and technical education~~ Certificate program (excluding apprenticeship programs) and meets or is exempt from the basic skill level requirement.

Z Not Applicable - includes all Continuing Workforce Education

Data Element #:	185125	Author:	Lajuan Williams	Date Revised:	5/1/2023
Element Name:	Program Completer				
Subject:	Note				Year: 2324
Revision Description:	Revised Data Element Name at the bottom of the report.				
DB2/DQ2 Programming Changes Required	No				

Data Element Name: ~~Completion Status~~ [Program Completer](#)

Data Element #:	185125	Author:	Lajuan Williams	Date Revised:	5/1/2023
Element Name:	Program Completer				
Subject:	Note				Year: 2324
Revision Description:	Updated Description of changes				
DB2/DQ2 Programming Changes Required	No				

(Enter revision below with track changes.)

Description of Changes:

[7/1/2023](#) Codes [Added code value "O" and its definition. Added additional language to the definitions of code values "V" and "P".](#)

7/1/2023 Data Element Data element name updated.

7/1/2023 Description Added new language to data element description.

6/1/2012 Codes Added code value "P" and its definition and additional language to the definitions of code values.

FORM 101- Data Element Change

Data Element #:	197282	Author:	Lajuan Williams	Date Revised:	3/2/2023
Element Name:	Adult High School Diploma Option				
Subject:	Code	Year: 2324			
Revision Description:	Modified Data Element to add Code C and definitions for Code A and B added F.S.				
DB2/DQ2 Programming Changes Required	Yes				

(Enter revision below with track changes.)

Code Definition/Example

A Adult high school student seeking the 18 credit ACCEL high school diploma under the provisions of s. 1002.3105 [\(5\),F.S.](#)

B Adult high school student seeking the 24 credit high school diploma under the provisions of s.1003.4282 [\(6\)\(b\),F.S.](#)

[C Adult High School student seeking the 18 credit CTE Pathway option under provisions of s. 1003.4282\(10\), F.S.](#)

Z Not applicable (student is not enrolled in adult high school)

Data Element #:	197282	Author:	Lajuan Williams	Date Revised:	3/2/2023
Element Name:	Adult High School Diploma Option				
Subject:	Note	Year: 2324			
Revision Description:	Added Data Element Changes to Description of Changes				
DB2/DQ2 Programming Changes Required	No				

[\(Enter revision below with track changes.\)](#)

Description of Changes:

7/1/2017		New Element
3/2/2023	Code	Added Code C
3/2/2023	Definition	Added Florida Statutes (5),F.S to code A and (6)(b),F.S. to code B
3/2/2023	Definition	Added Definition Adult High School Student seeking the 18 Credit CTE Pathway option under provisions of s.1003.4282(10),F.S. to code C

FORM 101- Data Element Change

FORM 102- New Data Element

Data Element #:	Author: Lajuan Williams	Date Created:	2/20/2023
Element Name:	Adult Educational Functioning Level Subject Area		
Subject:	New Element		
Year:	2324		

Definition: A one-character code for the content areas of the assessment for the pre- or post-Test ID. At least one subject area must be provided for National Reporting System (NRS) eligible programs which are subject to pre- and post-testing requirements.

Code:	Definition/Example
M	Mathematics
N	Language
R	Reading
S	Listening
W	Writing
Z	Not applicable

Notes: Report code Z for students in a non-NRS program or students in an adult high school program. Also, report code Z if the student did not pre-test and/or post-test in multiple subject areas.

Length: 1

Data Type: Alphanumeric

Year Implemented: 2324

State Standard: NO

State Reporting: YES

Local Accountability: YES

FASTER: NO

Migrant Tracking: NO

Required Grades: Adult

Programs Required: Workforce Development

Formats Required: WDIS Adult General Education Student Course DB9 48x

FORM 102- New Data Element

Surveys Required

Survey 2	No
Survey 3	No
Survey 5	No
Survey F	Yes
Survey G	No
Survey S	Yes
Survey W	Yes
Survey X	No

OSS (DB2) & DQ2 Programming Changes Required: YES
Appendix: None



Data Element #:	Author: Lajuan Williams	Date Created:	2/21/2023
Element Name:	Adult Educational Functioning Level		
Subject:	New Element		
Year:	2324		

Definition: A code indicating the Adult General Education or English Language (ESOL and ELCATE) functioning level of the adult student associated with a pre- or post-test administered to the student in a particular content area. For further guidance on placement of students with out-of-range scores, refer to the [Florida Adult Education Assessment Technical Assistance Paper](#).

Code: Definition/Example

1) Adult General Education

B	ABE Level 1
F	ABE Level 2
H	ABE Level 3
J	ABE Level 4
K	ABE Level 5 (grade level 9.0 through 10.9 WITH a U.S. high school diploma or its equivalent)
L	ABE Level 5 (grade level 9.0 through 10.9 WITHOUT a U.S. high school diploma or its equivalent)
M	ABE Level 6 (grade level 11.0 through 12.9, WITH a U.S. high school diploma or its equivalent)
N	ABE Level 6 (grade level 11.0 through 12.9 WITHOUT a U.S. high school diploma or its equivalent)

2) ESOL Literacy

Q	ESOL Pre Literacy – Level A
R	ESOL Basic Literacy – Level B
S	ESOL Advanced Literacy – 2 Level C

3) ESOL

1	ESL Level 1
2	ESL Level 2
3	ESL Level 3

FORM 102- New Data Element

4	ESL Level 4
5	ESL Level 5
6	ESL Level 6
8	ESL Level > 6
4) ELCATE	
D	ESL Level 5
E	ESL Level 6
G	ESL Level > 6
5) Academic Skills Building (ASB)	
T	ABE Level 5
U	ABE Level 6
6) OTHER	
7	Adult ESOL College and Career Readiness
Z	Not Applicable

Notes

Length: 1

Data Type: Alphanumeric

Year Implemented: 2324

State Standard: NO

State Reporting: YES

Local Accountability: YES

FASTER: NO

Migrant Tracking: NO

Required Grades: Adult

Programs Required: Workforce Development

Formats Required: WDIS Adult General Education Test and Performance Format

DB9 62x

Surveys Required:

Survey 2 No

Survey 3 No

Survey 5 No

FORM 102- New Data Element

Survey F	Yes
Survey G	No
Survey S	Yes
Survey W	Yes
Survey X	No

OSS (DB2) & DQ2 Programming Changes Required: YES

Appendix: Appendix R: Adult General Education Program and Associated Gains

FORM 102- New Data Element

Data Element #:	Author: Lajuan Williams	Date Created:	2/20/2023
Element Name:	Adult High School Credits at Entry		
Subject:	New Element		
Year:	2324		

Definition: For students enrolled in adult high school programs only, record the numeric total number of credits earned which are creditable toward the adult high school diploma. This value will not change after the student enters the adult high school program.

Code:	Definition/Example
100	10 credits at time of entry into adult high school
155	15 and one-half (1/2) credits at time of entry into adult high school
999	Student is not in adult high school program

Notes: Adult High School Credits at Entry are reported as an implied decimal.

For example, if the student had 10 credits at the time of adult high school entry which may be used toward the diploma attainment, report as 100. If the student earned 15.5 credits, report as 155.

Length: 3

Data Type: Numeric

Year Implemented: 2324

State Standard: NO

State Reporting: YES

Local Accountability: YES

FASTER: NO

Migrant Tracking: NO

Required Grades: Adult

Programs Required: Workforce Development

Formats Required: WDIS Student Demographic Information DB9 46x

FORM 102- New Data Element

Surveys Required:

Survey 2	No
Survey 3	No
Survey 5	No
Survey F	Yes
Survey G	No
Survey S	Yes
Survey W	Yes
Survey X	No

OSS (DB2) & DQ2 Programming Changes Required: YES

Appendix: None

Data Element #:	Author: Lajuan Williams	Date Created:	2/20/2023
Element Name:	Adult High School Credits Earned in Course		
Subject:	New Element		
Year:	2324		

Definition: For students enrolled in adult high school programs only, record the numeric total number of credits earned in the course. Only courses creditable toward the diploma may be reported with credits earned.

Code: Definition/Example

000	No credits earned in a course creditable toward diploma attainment
010	1 high school credit toward diploma attainment
005	½ high school credit toward diploma attainment
999	Student is not in adult high school program or Student is enrolled in a course for which maximum credits were already earned through prior enrollments.

Notes: Adult High School Credits Earned in Course are reported as an implied decimal. For example, if the student earned 5 high school credits toward diploma attainment, report as 050. If the student earned 5.5 credits, report as 055.

Length: 3

Data Type: Numeric

Year Implemented: 2324

State Standard: NO

State Reporting: YES

Local Accountability: YES

FASTER: NO

Migrant Tracking: NO

Required Grades: PK-12, Adult

Programs Required: Workforce Development

Formats Required: WDIS Adult General Education Student Course

Surveys Required :

Survey 2	No
Survey 3	No
Survey 5	No
Survey F	Yes
Survey G	No
Survey S	Yes
Survey W	Yes
Survey X	No

OSS (DB2) & DQ2 Programming Changes Required: YES

Appendix: None

FORM 102- New Data Element

Data Element #:	Author: Lajuan Williams	Date Created:	2/21/2023
Element Name:	Post-Test Identification Number (Post-Test ID)		
Subject:	New Element		
Year:	2324		

Definition: A unique ID created by the district assigned to the post-test used to establish the final educational functioning level of the student in the course in a subject area. Reported for all students who are post-tested in a content area for a course.

See Adult Educational Functioning Level Subject Area for the content areas.

Code: Definition/Example
9999 Not Applicable.

Notes Student did not post-test or student is in non-NRS program; or student is in an adult high school program or GED program.

Length: 4

Data Type: Alphanumeric

Year Implemented: 2324

State Standard: NO

State Reporting: YES

Local Accountability: YES

FASTER: NO

Migrant Tracking: NO

Required Grades: Adult

Programs Required: Workforce Development

Formats Required: WDIS Adult General Education Student Course DB9 48x

Surveys Required :

Survey 2 No

FORM 102- New Data Element

Survey 3	No
Survey 5	No
Survey F	Yes
Survey G	No
Survey S	Yes
Survey W	Yes
Survey X	No

OSS (DB2) & DQ2 Programming Changes Required: YES

Appendix: None

FORM 102- New Data Element

Data Element #:	Author: Lajuan Williams	Date Created:	2/20/2023
Element Name:	Pre-Test Identification Number (Pre-Test ID)		
Subject:	New Element		
Year:	2324		

Definition: A unique ID created by the district assigned to the pre-test used to establish the beginning functioning level of the student in the course in a subject area. All students in National Reporting System (NRS) eligible courses must have a pre-test ID, with the exception of adult high school program.

See Adult Educational Functioning Level Subject Area for the content areas.

Code: Definition/Example
9999 Not Applicable

Notes: Report code 9999 for students in a non-NRS program or students in an adult high school program. Also, report code 9999 if the student did not pre-test in multiple subject areas.

Length: 4
Data Type: Alphanumeric

Year Implemented: 2324
State Standard: NO

State Reporting: YES
Local Accountability: YES
FASTER: NO

Migrant Tracking: NO

Required Grades: Adult

Programs Required: Workforce Development

Formats Required: WDIS Adult General Education Student Course DB9 48x

Surveys Required

Survey 2	No
Survey 3	No

FORM 102- New Data Element

Survey 5	No
Survey F	Yes
Survey G	No
Survey S	Yes
Survey W	Yes
Survey X	No

OSS (DB2) & DQ2 Programming Changes Required: YES

Appendix: None

FORM 102- New Data Element

Data Element #:	Author: Lajuan Williams	Date Created:	2/20/2023
Element Name:	Test Identification Number (Test ID)		
Subject:	New Element		
Year:	2324		

Definition:

A unique identifier created by the district to identify the administration of a pre or posttest to a student. This number will be used to link test information to the course format. A locally assigned ID.

Code: Definition/Example
9999 Not Applicable. (Tests required to pass the GED ® or tests required for Adult High School completion).

Notes

Length: 4
Data Type: Alphanumeric
Year Implemented: 2324
State Standard: NO

State Reporting: YES
Local Accountability: YES
FASTER: NO

Migrant Tracking: NO
Required Grades: Adult
Programs Required: Workforce Development

Formats Required: WDIS Adult General Education Test and Performance Record DB9 62x

Surveys Required	Survey 2	No
	Survey 3	No
	Survey 5	No
	Survey F	Yes

FORM 102- New Data Element

Survey G	No
Survey S	Yes
Survey W	Yes
Survey X	No

OSS (DB2) & DQ2 Programming Changes Required: YES

Appendix: None

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT – EXCEPTION REPORTS

NEW EDIT FOR 2324



**1J. If Weapon, Description code is K, then Weapon, Discharged code must be Z.
-record rejected-**

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the Weapon, Description code is K and Weapon, Discharged code is not Z.

District Number, Where Incident Occurred	School Number, Where Incident Occurred	Incident, Identifier	Weapon, Description	Weapon, Discharged
01	0271	AS000001	K	Z
01	0271	DO000002	K	Z
* 01	0271	SH000003	K	Y

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the relationship between Weapon, Description code and Weapon, Discharged code and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

NEW EDIT FOR 2324

 **1H. If HOPE Scholarship Notification is in the range 001 – 9999, then Incident, Type must be BAT, BUL, FIT, HAR, HAZ, KID, PHA, ROB, SXA, SXB, SXH, SXO, TRE, UBL, UHR, USA, or USB. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Type is ALC.

District Number, Where Incident Occurred	School Number, Where Incident Occurred	Incident, Identifier	Incident, Type	HOPE Scholarship Notification
01	0271	AS000001	BUL	<u>0001</u>
01	0271	DO000002	HAR	<u>0004</u>
* 01	0271	SH000003	ALC	<u>0002</u>

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the relationship between the Incident, Type code and HOPE Scholarship Notification and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT – REJECT RULES

NEW EDIT FOR 2324

➔ **1I. HOPE Scholarship Notification must be numeric in the range 000 - 9999. - record rejected-**

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the HOPE Scholarship Notification is not in the appropriate numerical range. The fourth record would be rejected because HOPE Scholarship Notification is not numeric.

District Number, Where Incident Occurred	School Number, Where Incident Occurred	Incident, Identifier	Incident, Type	HOPE Scholarship Notification
01	0271	AS000001	BUL	0001
01	0271	DO000002	HAR	1004
* 01	0271	SH000003	BAT	03
* 01	0271	DD000004	ROB	A01

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct HOPE Scholarship Notification and resubmit the record.

STUDENT END OF YEAR STATUS – STATE VALIDATION RULES

NEW EDIT FOR 2324

➔ **4K.** If Withdrawal Reason is WMA on the Student End of Year Status record, then there must be a matching Exceptional Student record where Exceptionality, Primary on the Exceptional Student record must be C, F, G, H, I, J, K, M, O, P, S, T, U, V, or W. The records should be matched on District Number, Current Enrollment; School Number, Current Enrollment; Florida Education Identifier; Survey Period Code; and School Year. -state validation-

EXAMPLE

The first record listed below would pass this edit. The second record would fail the edit because the Withdrawal Reason is WMA and the student's Exceptionality, Primary was Z.

Student End of Year Status records

District Number, Current Enrollment	School Number, Current Enrollment	Florida Education Identifier	Survey Period Code	Withdrawal Reason
01	0011	FL123456789389	5	WMA
* 01	0011	FL123456789491	5	WMA

Exceptional Student Record

District Number, Current Enrollment	School Number, Current Enrollment	Florida Education Identifier	Survey Period Code	Exceptionality, Primary	Exceptionality, Other
01	0011	FL123456789389	5	G	ZZZZZZZZ
01	0011	FL123456789491	5	Z	ZZZZZZZZ

DISTRICT RESPONSIBILITY

The district must correct the record so that the appropriate relationship exists between Exceptionality, Primary and Student End of Year Status Record.

STUDENT END OF YEAR STATUS – STATE VALIDATION RULES

NEW EDIT FOR 2324

➔ **4L. If Withdrawal Reason is WMA on the Student End of Year Status record, then there must be a matching Student Demographic record where the student's age cannot be less than 22 as of June 30th of the reporting year in Survey 5. The match should be made using the following elements: District Number, Current Enrollment; School Number, Current Enrollment; Florida Education Identifier; Survey Period Code; and School Year. -state validation-**

EXAMPLE

The first record listed below would pass this edit. The second record would fail the edit because the student's age as of June 30th was less than 22.

Student End of Year Status records

District Number, Current Enrollment	School Number, Current Enrollment	Florida Education Identifier	Survey Period Code
01	0011	FL123456789389	5
* 01	0011	FL123456789491	5

Student Demographic Student Record

District Number, Current Enrollment	School Number, Current Enrollment	Florida Education Identifier	Survey Period Code	Birth, Date
01	0011	FL123456789389	5	08212001
01	0011	FL123456789491	5	08212011

DISTRICT RESPONSIBILITY

The district must review the Withdrawal Reason on the Student End of Year format and the Birth Date on the Student Demographic Information record, correct the one that is wrong and resubmit the record as a change to the database.

DROPOUT PREVENTION PROGRAM DATA – REJECT RULES



1. District Number, Current Enrollment must be numeric and in the range 01 – 68 or 71-75 or 80-82. -record rejected-

EXAMPLE


The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the District Number, Current Enrollment is not in the appropriate range. The fourth record would be rejected if district 01 submitted the record.

District Number, Current Enrollment	School Number, Current Enrollment	Florida Education Identifier
01	0021	FL123456789100
01	0021	FL123456789200
* 00	0021	FL123456789300
* 02	0021	FL123456789000

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the District Number, Current Enrollment and resubmit the records.

DROPOUT PREVENTION PROGRAM DATA – REJECT RULES

 **24. District Number, Current Instruction/Service must be numeric and in the range 01–68 or 71-75 or 80-82 and must be correct for the district submitting the data.**

-record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Instruction/Service is not in the appropriate range.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Florida Education Identifier
01	0021	FL123456789000
01	0021	FL123456789100
* 00	0021	FL123456789200

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the District Number, Current Instruction/Service and resubmit the record.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

 1. District Number, Current Instruction/Service must be numeric, in the range 01-68, or 71-75 or 80-82 and must be correct for the district submitting the data.

-record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Instruction/Service is not in the appropriate range. The fourth record would be rejected if district 01 submitted the record.

District Number, Current Instruction/Service	Florida Education Identifier
01	FL123456789100
01	FL123456789200
*00	FL123456789300
*02	FL123456789000

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the District Number, Current Instruction/Service and resubmit the records.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES



2M. District Number, Current Enrollment must be numeric and in the range 01-68, or 71-75 or 80-82. -record rejected-

EXAMPLE

The first two records listed below would be written to the database assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Enrollment is not in the appropriate range.

District Number, Current Enrollment	School Number, Current Enrollment	Florida Education Identifier
01	0021	FL123492389200
01	0021	FL123498489200
* 00	0021	FL123496789200

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the District Number, Current Enrollment and resubmit the record.

EXCEPTIONAL STUDENT – REJECT RULES

-  1. District Number, Current Enrollment must be numeric in the range 01-68, or 71-75 or 80-82 and must be correct for the district submitting the data. -record rejected-

EXAMPLE


If district 01 is submitting records; District Number, Current Enrollment must be 01 for all records. Of the records listed below, the first two records would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Enrollment is 02 rather than 01 (the district submitting the record).

District Number, Current Enrollment	School Number, Current Enrollment	Florida Education Identifier
01	0151	FL123456789100
01	0151	FL123456789200
* 02	0151	FL123456789300

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct District Number, Current Enrollment and resubmit the record.

FEDERAL/STATE COMPENSATORY EVALUATION PROJECT – REJECT RULES

-  1. District Number, Current Instruction/Service must be numeric in the range 01-68 or 71-75 or 80-82 and must be correct for the district submitting the data.
-record rejected-

EXAMPLE

If district 01 is submitting records, District Number, Current Instruction/Service must be 01 for all records. In the records listed below, the first two records would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Instruction/Service is 02 rather than 01 (the number of the district submitting the record).

District Number, Current Instruction/Service	School Number, Current Enrollment	Florida Education Identifier
01	0021	FL123456789000
01	0021	FL123456789100
* 02	0021	FL123456789300

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the District Number, Current Instruction/Service and resubmit the record.

FEDERAL/STATE INDICATOR STATUS – REJECT RULES



1. District Number, Current Enrollment must be numeric, in the range 01-68 or, 71-75 or 80-82 and must be correct for the district submitting the data. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Enrollment is not in the appropriate range. The fourth record would be rejected if district 01 submitted the record.

District Number, Current Enrollment	School Number, Current Enrollment	Florida Education Identifier
01	0021	FL123456789100
01	0021	FL123456789200
* 00	0021	FL123456789300
* 02	0021	FL123456789000

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the District Number, Current Enrollment and resubmit the records.

FEDERAL/STATE INDICATOR STATUS – REJECT RULES



27. District Number, Current Instruction/Service: CAPE (First) must be numeric, in the range 00-68, or 71-75 or 80-82. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third and fourth records would be rejected since the District Number, Current Instruction/Service: CAPE (First) is not in the appropriate range.

District Number, Current Instruction/ Service: CAPE (First)	Florida Education Identifier
01	FL123456789100
00	FL123456789200
* 85	FL123456789300
* 77	FL123456789000

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the District Number, Current Instruction/Service: CAPE (First) and resubmit the records.

FEDERAL/STATE INDICATOR STATUS – REJECT RULES



28. District Number, Current Instruction/Service: CAPE (Second) must be numeric, in the range 00-68, or 71-75 or 80-82. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third and fourth records would be rejected since the District Number, Current Instruction/Service: CAPE (Second) is not in the appropriate range.

District Number, Current Instruction/ Service: CAPE (Second)	Florida Education Identifier
01	FL123456789100
00	FL123456789200
* 85	FL123456789300
* 77	FL123456789000

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the District Number, Current Instruction/Service: CAPE (Second) and resubmit the records.

INDUSTRY CERTIFICATION – REJECT RULES



1. District Number, Current Enrollment must be numeric and in the range 01-68, or 71-75 or 80-82. -record rejected-

EXAMPLE


The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Enrollment is not within the appropriate range.

District Number, Current Enrollment	School Number, Current Enrollment	Florida Education Identifier
01	0151	FL123456789000
01	0151	FL123456789100
* 00	0151	FL123456789200

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the District Number, Current Enrollment and resubmit the record.

INDUSTRY CERTIFICATION – REJECT RULES

- 
6. District Number, Current Instruction/Service must be numeric in the range 01-68, or 71-75 or 80-82 and must be correct for the district submitting the data. - record rejected-

EXAMPLE

If district 01 is submitting records, District Number, Current Instruction/Service must be 01 for all records. In the records listed below, the first two records would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Instruction/Service is 02 rather than 01 (the number of the district submitting the record).

District Number, Current Enrollment	School Number, Current Enrollment	Florida Education Identifier
01	0151	FL123456789000
01	0151	FL123456789100
* 02	0151	FL123456789200

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the District Number, Current Instruction/Service and resubmit the record.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE – REJECT RULES



1. District Number, Current Enrollment must be numeric, in the range 01-68 or, 71-75 or 80-82 and must be correct for the district submitting the data. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Enrollment is not in the appropriate range. The fourth record would be rejected if district 01 submitted the record.

District Number, Current Enrollment	School Number, Current Enrollment	Florida Education Identifier
01	0021	FL123456789100
01	0021	FL123456789200
* 00	0021	FL123456789300
* 02	0021	FL123456789400

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct District Number, Current Enrollment and resubmit the records.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE – REJECT RULES

 4H. District Number, Current Instruction/Service must be numeric, in the range 01-68 or, 71-75 or 80-82. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Instruction/Service is not in the appropriate range. The fourth record would be rejected if district 01 submitted the record.

District Number, Current Instruction/Service	School Number, Current Enrollment	Florida Education Identifier
01	0021	FL123456789100
01	0021	FL123456789200
* 00	0021	FL123456789300
* 02	0021	FL123456789400

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the District Number, Current Instruction/Service and resubmit the records.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE – REJECT RULES



14. Prior School/Location: District/County must be numeric and in the range 01-68 or, 71-75, 80-82 or 99. -record rejected-

Note: See DOE Information Database Requirements: Volume I -- Automated Student Information System Manual, Appendix C for appropriate District/County Numbers.

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records would be rejected because the Prior School/Location: District/County is not in the appropriate range.

Prior School/Location: District/County	School Number, Current Enrollment	Florida Education Identifier
01	0021	FL123456789100
* 81	0021	FL123456789200
* 00	0021	FL123456789300

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct Prior School/Location: District/County and resubmit the records.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE – REJECT RULE

45. The Educational Choice code must be Z for the following:

- District Number, Current Enrollment is 68, 71-75 or 80.
- School Number, Current Enrollment is 7001 (school district virtual instruction program – contracted provider) or 7004 (Florida Virtual School franchise) or 7006 (KG-12 virtual course offerings) or 7023 (school district virtual instruction program – district provider).
- ~~School Number, Current Enrollment is 3900 (FES).~~
- School Number, Current Enrollment is N998 (Home Education).
- School Number, Current Enrollment is N999 (private school).
- School Number, Current Enrollment has a School Function Setting equal to V and a Charter School Status not equal to Z on the Master School Identification file.
-record rejected-

EXAMPLE


The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records would be rejected because the Educational Choice code is not appropriate for the District Number, Current Enrollment and School Number, Current Enrollment that was submitted.

District Number, Current Enrollment	School Number Current Enrollment	Educational Choice
06	3900 7001	Z
* 71	0500	B
* 35	7023	A

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Educational Choice code or the School Number, Current Enrollment and resubmit the record.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE – REJECT RULES

-  45. The Educational Choice code must be Z for the following:
- District Number, Current Enrollment is 68, 71-75 or 80-82.
 - School Number, Current Enrollment is 7001 (school district virtual instruction program – contracted provider) or 7004 (Florida Virtual School franchise) or 7006 (KG-12 virtual course offerings) or 7023 (school district virtual instruction program – district provider).
 - School Number, Current Enrollment is 3900 (FES).
 - School Number, Current Enrollment is N998 (Home Education).
 - School Number, Current Enrollment is N999 (private school).
 - School Number, Current Enrollment has a School Function Setting equal to V and a Charter School Status not equal to Z on the Master School Identification file.
- record rejected-

EXAMPLE


The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records would be rejected because the Educational Choice code is not appropriate for the District Number, Current Enrollment and School Number, Current Enrollment that was submitted.

District Number, Current Enrollment	School Number Current Enrollment	Educational Choice
06	3900	Z
* 71	0500	B
* 35	7023	A

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Educational Choice code or the School Number, Current Enrollment and resubmit the record.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE – AGGREGATE EXCEPTION REPORTS

 90. For Survey Period Codes 2, 3, and 5, for each active school on the Master School Identification (MSID) file for the district, unless it is school ~~3900 (FES)~~ or 9001 (Superintendent's Office), there must be at least one Prior School Status/Student Attendance record. –aggregate exception edit–

Note: An error message will be printed on the exception report for schools that do not meet the aggregate exception edit above.

EXAMPLE


School 0035 is an active school on the MSID file, but no Prior School Status/Student Attendance records exist for this school on the Student Database Prior School Status/Student Attendance table.

An aggregate edit error message is generated for school 0035 on the exception report indicating that the school failed this aggregate exception edit.

DISTRICT RESPONSIBILITY

The district must verify whether or not Prior School Status/Student Attendance records should be sent for this school and submit these records if necessary.

STUDENT ASSESSMENT – REJECT RULES

-  1. District Number, Current Enrollment must be numeric, in the range 01-687, or 71-75 or 80-82 and must be correct for the district submitting the data. -record rejected-

EXAMPLE


The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the District Number, Current Enrollment is not in the appropriate range. The fourth record would be rejected if district 01 submitted the record.

District Number, Current Enrollment	School Number, Current Enrollment	Florida Education Identifier
01	0021	FL123456789100
01	0021	FL123456789200
* 00	0021	FL123456789300
* 02	0021	FL123456789000

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the District Number, Current Enrollment and resubmit the records.

STUDENT ADDITIONAL FUNDING – REJECT RULES

 1. District Number, Current Instruction/Service must be numeric and in the range 01-68, or 71-75 or 80-82 and must be correct for the district submitting the data. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Instruction/Service is not in the appropriate range.

District Number, Current Instruction/Service	School Number, Current Instruction/Service	Florida Education Identifier
01	0021	FL340945895734
01	0021	FL340945895735
* 00	0021	FL340945895736

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the District Number, Current Instruction/Service and resubmit the record.

STUDENT ADDITIONAL FUNDING – REJECT RULES

-  17. District Number, Current Enrollment must be numeric and in the range 01-68, or 71-75 or 80-82. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Enrollment is not in the appropriate range.

District Number, Current Enrollment	Florida Education Identifier
01	FL340945895734
01	FL340945895735
* 00	FL340945895736

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the District Number, Current Enrollment and resubmit the record.

STUDENT ADDITIONAL FUNDING – EXCEPTION REPORTS

 62. If FTE Earned, College Entrance Examination Board Advanced Placement Test or FTE Earned, College Board Advanced Placement Capstone Diploma is greater than zero, and

- If District Number, Current Instruction/Service equals 01-68, or 72-75 or 80-82, then the student must have a Student Course Schedule record with a course number that matches a course identified in the Course Code Directory (AP_) as an Advanced Placement (AP) course in Surveys 2 or 3 of the current school year, or
- If District Number, Current Instruction/Service equals 71 and School Number, Current Instruction Service equals 0300 or 0400 or 0801, then the student must have a Student Course Schedule record with a course number that matches a course identified in the Course Code Directory (AP_) as an Advanced Placement (AP) course in Surveys 2, 3 or 4 of the current school year, or
- If District Number, Current Instruction is equal to 71 and School Number, Current Instruction/Service equal 0500 or, 0600, then the student must have a Student Course Schedule record with a course number that matches a course identified in the Course Code Directory (AP_) as an Advanced Placement (AP) course in Surveys 1, 2, 3, or 4 of the current school year.
- The District Number, Current Instruction/Service, School Number, Current Instruction/Service, Year, and Florida Education Identifier (FLEID) on the Student Additional Funding format must match the Student Course Schedule format record.

–exception report–

EXAMPLE

The first record listed below would pass this edit. The second record would not pass the edit because the FTE Earned: College Entrance Examination Board (CEEB) Advanced Placement Test is greater than zero and the student does not have a Student Course Schedule record with a course number identified in the Course Code Directory for AP course in Surveys 2 or 3 of the current school year.

STUDENT ADDITIONAL FUNDING – EXCEPTION REPORTS

Student Additional Funding records

District Number, Current Instruction/ Service	Florida Education Identifier	Survey Period Code	Year	FTE Earned: CEEB AP Test
36	FL340945895734	5	****	0.24
* 36	FL340945895735	5	****	0.24

Student Course Schedule record

District Number, Current Instruction/ Service	Florida Education Identifier	Survey Period Code	Year	Course Number
36	FL340945895734	3	****	0708400

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must verify that the student took an Advanced Placement (AP) course. If the student did not take an AP course, then the district must correct the FTE Earned: College Entrance Examination Board Advanced Placement Test **or FTE Earned, College Board Advanced Placement Capstone Diploma** amount on the Student Additional Funding record.

STUDENT COURSE SCHEDULE – REJECT RULES



1. District Number, Current Enrollment must be numeric and in the range 01-68 or, 71-75 or 80-82. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Enrollment is not in the appropriate range.

District Number, Current Enrollment	School Number, Current Enrollment	Florida Education Identifier
01	0021	FL340945895734
01	0021	FL340945895735
* 00	0021	FL340945895736

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the District Number, Current Enrollment and resubmit the record.

STUDENT COURSE SCHEDULE – REJECT RULES

- ➔ 2C. If Dual Enrollment Indicator = Z and
- School Number, Current Instruction/Service = 7001, 7004, 7006 or 7023;
 - or District Number, Current Instruction/Service = 71;
 - or if School Number, Current Instruction/Service has a Charter School Status is not Z and School Function/Setting equals V on the Master School Identification file,
 - or Location of Student equals T; and District Number, Current Instruction equals 01-68 or; 72-75 or 80-82; and School Number, Current Instruction does not equals 7001, 7004, 7006, or 7023;

then Course Grade may not equal Z. All other schools must equal Z.

EXAMPLE

In the example below, records two and three would be loaded to the database assuming no other reject rule would cause the records to be rejected. Record one would be rejected since it contains an invalid code.

District Number, Current Instruction/Service	School Number, Current Instruction/Service	Florida Education Identifier	Course Grade	Dual Enrollment Indicator
* 01	7023	FL340945895734	Z	Z
01	7001	FL340945895735	IP	Z
71	0600	FL340945895736	A-	Z

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Course Grade and resubmit the record.

STUDENT COURSE SCHEDULE – REJECT RULES



2F. If Dual Enrollment Indicator = Z, Course Number does not equal 2222222 and

- **School Number, Current Instruction/Service = 7001, 7004, 7006 or 7023;**
- **or District Number, Current Instruction/Service = 71,**
- **or if School Number, Current Instruction/Service has a Charter School Status is not Z and School Function/Setting equals V on the Master School Identification file,**
- **or Location of Student equals T; and District Number, Current Instruction equals 01-68, or 72-75 or 80-82; and School Number, Current Instruction does not equal 7001, 7004, 7006, or 7023;**
- **and Course Grade is F, I, IP, N, U, WP, FL, NG, W, or WF;**

then FTE Reported, Course must be .0000. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The fourth record would be rejected because FTE Reported, Course is greater than zero.

District Number, Current Instruction/Service	School Number, Current Instruction/Service	Course Grade	FTE Reported, Course
02	0012	A	0035
54	0301	C	0024
* 63	0021	IP	0025
* 38	0091	F	0067

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct FTE Reported, Course and resubmit the records.

STUDENT COURSE SCHEDULE – REJECT RULES



2H. If Survey Period = 4 and

- School Number, Current Instruction/Service = 7001, 7004, 7006 or 7023;
- or if District Number, Current Instruction/Service = 71 and School Number, Current Instruction/Service = 0300, 0400 or 0801;
- or School Number, Current Instruction/Service has a Charter School Status other than Z and School Function/Setting equals V on the Master School Identification file,
- or Location of Student equals T; and District Number, Current Instruction equals 01-68 or; 72-75 or 80-82; and School Number, Current Instruction does not equal 7001, 7004, 7006, or 7023;

then Course Grade must not equal IP. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because Course Grade equals IP.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Course Grade	Survey Period Code
02	7001	A	4
71	0400	B	4
* 37	7023	IP	4

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct Course Grade and resubmit the record.

STUDENT COURSE SCHEDULE – REJECT RULES



21. If
- School Number, Current Instruction/Service = 7001, 7004, 7006 or 7023;
 - or District Number, Current Instruction/Service = 71;
 - or if School Number, Current Instruction/Service has a Charter School Status other than Z and School Function/Setting equals V on the Master School Identification file;
 - or Location of Student equals to T; and District Number, Current Instruction equals 01-68 or 72-75 or 80-82; and School Number, Current Instruction does not equal 7001, 7004, 7006, nor 7023;

then Grade Level may not equal PK. –record rejected-

EXAMPLE

In the example below, records two and three would be loaded to the database assuming no other reject rule would cause the records to be rejected. Record one would be rejected since Grade Level = PK.

District Number, Current Instruction/Service	School Number, Current Instruction/Service	Florida Education Identifier	Grade Level
* 01	7023	FL340945895734	PK
01	7001	FL340945895735	06
71	0600	FL340945895736	12

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Grade Level and resubmit the record.

STUDENT COURSE SCHEDULE – REJECT RULES



DELETED FOR 2324

~~2J.—If Course Number equals 222222 and School Number, Current Enrollment equals 3900, then Survey Period Code must equal 2 or 3.
-record rejected-~~

~~EXAMPLE~~

~~The first record listed below would not be loaded to the database because Survey Period Code is not correct. The second record would be loaded to the database assuming no other reject rule would cause it to reject.~~

Florida	District	Number,	School	Survey
Education	Current	Instruction/	Current	Course
Identifier	Service	Enrollment	Number	Period
* FL340945895734	01	0818	222222	4
FL340945895735	41	3900	222222	2

DISTRICT RESPONSIBILITY

~~If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Survey Period Code and resubmit the record.~~

STUDENT COURSE SCHEDULE – REJECT RULES



DELETED FOR 2324

~~2N. If Survey Period Code equals 2 or 3 and~~

- ~~• Course Number equals 222222, and~~
- ~~• School Number, Current Enrollment equals 3900,~~

~~then FEFP Program Number must equal 101-103, 111-113 or 254-255.~~

~~-record rejected-~~

~~EXAMPLE~~

~~The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because FEFP Program Number does not equal 101, 102 or 103.~~

_____	District	Student	Course	FEFP	School
_____ District	Number,	Number	Number	Program	Number,
_____ Number,	Current	Identifier,	Number	Number	Current
_____ Current	Instruction/	Florida	Number	Number	Instruction/
_____ Enrollment	Service	Florida	Number	Number	Service
_____ 42	42	234567889X	2109370	103	3900
_____ * 42	42	123456790X	2109370	130	3900

~~DISTRICT RESPONSIBILITY~~

~~If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the FEFP Program Number and resubmit the record.~~

STUDENT COURSE SCHEDULE – REJECT RULES



5K. If Survey Period Code is 2 or 3, and

If ~~School Number, Current Enrollment does not equal 3900;~~ or the School Number, Current Instruction/Service is not 7001, 7004, 7006 or 7023; or the School Number, Current Instruction/Service has a School Function Setting of V and a Charter School Status not equal to Z on the Master School Identification file,

then at least one of the following must be Y: Day of Week Scheduled, Monday; Day of Week Scheduled, Tuesday; Day of Week Scheduled, Wednesday; Day of Week Scheduled, Thursday; Day of Week Scheduled, Friday or Day of Week Scheduled, Saturday. -record rejected-

EXAMPLE

The first ~~and third~~ records listed below would be loaded to the database assuming no other reject rule would cause ~~their~~ its rejection. The second record would be rejected because none of the Day of Week Scheduled elements are coded Y.

Florida Education Identifier	Sch. Num., Curr. Enr	Days Per Week	Day of Week Schd., Mon.	Day of Week Schd., Tues.	Day of Week Schd., Wed.	Day of Week Schd., Thurs.	Day of Week Schd., Fri.	Day of Week Schd., Sat.	Survey Period Code
FL340945895734	0411	5	Y	Y	Y	Y	Y	Y	2
* FL340945895735	0411	3	N	N	N	N	N	N	2
FL340945895736	3900	0	N	N	N	N	N	N	2

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct at least one Day of Week Scheduled and resubmit the record.

STUDENT COURSE SCHEDULE – REJECT RULES



DELETED FOR 2324

~~50. If Course Number equals 2222222, then School Number, Current Enrollment must be 3900. record rejected-~~

~~EXAMPLE~~

~~The first record listed below would not be loaded to the database because School Number, Current Enrollment is not 3900. The second record would be loaded to the database assuming no other reject rule would cause it to reject.~~

Florida	District	School	Course
Education	Number,	Number,	Number
Identifier	Current	Current	Enrollment
Instruction/	Service	Enrollment	Number
* FL340945895734	01	0818	2222222
FL340945895735	41	3900	2222222

~~DISTRICT RESPONSIBILITY~~

~~If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct either the School Number, Current Enrollment or the Course Number and resubmit the record.~~

STUDENT COURSE SCHEDULE – REJECT RULES



5U. If Survey Period Code is 2 or 3 and if ~~School Number, Current Enrollment is not 3900 and if~~ FEFP Program Number is 130, then the Course Number must be a course in Appendix DD. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the FEFP Program Number is 130 and the Course Number is not in Appendix DD.

District Number, Current Instruction/Service	Florida Education Identifier	FEFP Program Number	Course Number
01	FL340945895734	130	1001040
01	FL340945895735	130	1002000
* 01	FL340945895736	130	1301000

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct either the Course Number or the FEFP Program Number and resubmit the record.

STUDENT COURSE SCHEDULE – REJECT RULES



- 39. If Survey Period is 2 or 3, and
If Dual Enrollment Indicator is not B nor C, and**
- District Number, Current Instruction/Service = 71 and School Number, Current Instruction/Service = 0300, 0400 or 0801; or
 - if School Number, Current Instruction/Service is
 - 7001 (district virtual instruction program – contracted provider), or
 - 7004 (franchise of Florida Virtual School), or
 - 7006 (KG-12 virtual course offerings), or
 - 7023 (district virtual instruction program – district provider), or
 - Location of Student = T; and District Number, Current Instruction equals 01-68 or; 72-75 or 80-82; and School Number Current Instruction does not equal 7001, 7004, 7006 or 7023,
- then FTE Reported, Course must be 0000.

If Survey Period is 2 or 3 and

- The School Number, Current Instruction/Service has a School Function Setting of V on the Master School Identification file and
 - The School Number, Current Instruction/Service has a Charter School Status does not equal to Z on the Master School Identification file and
 - Dual Enrollment Indicator is not “B” nor “C”,
- then FTE Reported, Course must be 0000.

-record rejected-

EXAMPLE

The third and fourth records below would be loaded to the database assuming no other reject rule would cause their rejection. The first and second records below which are marked with an asterisk would be rejected because the FTE Reported, Course is not zero.

Florida Education Identifier	Dist. Number, Current Instruction/Service	Sch. Number, Current Instruction/Service	FEFP Program Number	Survey Period	FTE Reported, Course
* FL340945895734	01	7001	101	2	0834
* FL340945895735	01	7001	103	2	0834
FL340945895736	01	7001	102	2	0000
FL340945895737	01	7001	102	2	0000

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the School Number, Current Instruction/Service or the FTE Reported, Course and resubmit the records.

STUDENT COURSE SCHEDULE – REJECT RULES

 40. If the School Number, Current Enrollment is not N998 or N999, then it must exist on the Master School Identification File as a valid active number in the District Number, Current Enrollment. -record rejected-

~~NOTE: If Survey Period Code is 2 or 3 and the student is being reported for the Family Empowerment Scholarship Program, School Number, Current Enrollment must be 3900.~~

EXAMPLE

The records listed below would be rejected because the School Number, Current Enrollment is not on the Master School Identification File as a valid active school number in the District Number, Current Enrollment.

District Number, Current Enrollment	School Number, Current Enrollment
* 01	8311
* 06	0001
* 09	9999

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the School Number, Current Enrollment and resubmit the records.

STUDENT COURSE SCHEDULE – REJECT RULES



55. If District Number, Current Instruction is 01-68 or 72-75 or 80-82 and
- School Number, Current Instruction is not 7001, 7004, 7006, or 7023 and
 - if Term equals 4, 5, or S,

then Survey Period Code must be 1 or 4.

If District Number, Current Instruction is 71 and

- School Number, Current Instruction equals 0500, 0600 or 0700 and
- if Term equals 4, 5, or S,

then Survey Period Code must be 1, 2, 3 or 4.

If District Number, Current Instruction is 71 and School Number, Current Instruction equals = 0300 or 0400 or 0801,

- Or If District Number, Current Instruction is 01-68 or 72-75 or 80-82 and if School Number, Current Instruction is 7001, 7004, 7006, or 7023 and
- if Term equals 4, 5 or S

then Survey Period Code must be 4. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third and fourth records would be rejected because the Term code is not valid for the Survey Period Code.

District Number, Current Instruction/ Service	Florida Education Identifier	Course Number	Survey Period Code	Term
01	FL340945895734	5100070	1	4
01	FL340945895735	5100070	4	5
* 01	FL340945895736	5100070	2	S
* 01	FL340945895737	5100070	3	S

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Term or Survey Period Code and resubmit the records.

STUDENT COURSE SCHEDULE – REJECT RULES

DELETED FOR 2324

~~58. If Survey Period Code equals 2 or 3 and~~

- ~~• Course Number equals 2222222, and~~
- ~~• School Number, Current Enrollment equals 3900,~~

~~then FTE Reported Course must be equal to 5000.~~

~~-record rejected-~~

~~EXAMPLE~~

~~The first record listed below would be rejected because the FTE Reported, Course is greater than 5000.~~

Florida Education Identifier	District Number, Current Instruction/ Service	School Number, Current Enrollment	Course Number	Survey Period Code	FTE Reported, Course
*FL340945895734	01	3900	2222222	2	5834
-FL340945895735	41	3900	2222222	3	5000
-FL340945895736	41	3900	2222222	3	5000

DISTRICT RESPONSIBILITY

~~If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the FTE Reported Course and resubmit the record.~~

STUDENT COURSE SCHEDULE – VALIDATION/NULL EDIT



73. For Surveys 2 and 3;

- if School Number, Current Enrollment is not ~~3900~~, N998, nor N999; and
- if School Number, Current Instruction/Service is not 0500, 0600 nor 0700 within District Number, Current Instruction/Service 71, and
- if FTE Reported, Course is greater than zero, and
- if the student has a Withdrawal Code, PK-12 of DNE on a Prior School Status/Student Attendance record, or if there is no matching Prior School Status/Student Attendance record,

then FTE Reported, Course is set to NULL after the close of the state records processing cycle.

The match should be made using Year (School and Fiscal), Survey Period Code, District Number, Current Enrollment and Florida Education Identifier (FLEID). If the student has more than one Prior School Status/Student Attendance record, the match should be made to the record with the most recent Entry (Re-entry) Date. -state validation/NULL-

EXAMPLE

In the example below all FTE Reported, Course amounts would be set to null after the end of the state processing period except for the FTE Reported in the third record. Student Course Schedule records should not be submitted for a student with a “Did Not Enter” Withdrawal Code.

Prior School Status/Student Attendance records
:

School Year	Survey Period Code	District Number, Current Enrollment	Florida Education Identifier	Withdrawal Code, PK-12
****	2	03	FL340945895734	DNE
****	2	03	FL340945895735	DNE
****	2	03	FL340945895736	ZZZ
****	2	03	FL340945895737	DNE

Student Course Schedule records:

Fiscal Year	Survey Period Code	Florida Education Identifier	Section Number	FEFP Program Number	FTE Reported, Course
****	2	*FL340945895734	00100	103	0834
****	2	*FL340945895735	00200	101	0012
****	2	*FL340945895736	00500	102	0834
****	2	*FL340945895737	A1500	111	0834


**** = a valid School or Fiscal Year

STUDENT COURSE SCHEDULE – VALIDATION/NULL EDIT

DISTRICT RESPONSIBILITY

The district must delete the Student Course Schedule records if they were submitted in error or change the DNE Withdrawal Code if it is incorrect.

STUDENT COURSE TRANSCRIPT INFORMATION – REJECT RULES

- 
2. District Number, Current Enrollment must be numeric and in the range 01-68, or 71-75 or 80-82 and must be correct for the district submitting the data.
-record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record (indicated by an asterisk) would be rejected since the District Number, Current Enrollment is not in the appropriate range.

District Number, Current Enrollment	School Number, Current Enrollment	Florida Education Identifier
01	0021	FL123456789100
01	0021	FL123456789200
* 00	0021	FL123456789300

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the District Number, Current Enrollment and resubmit the record.

STUDENT COURSE TRANSCRIPT INFORMATION – REJECT RULES

5. The District Number, Where Credit Earned must be numeric in the range of 01-68, or 71-75 or 77-~~80~~ 82 for Florida public school districts, 99 for credit earned in Florida non-public schools, alpha codes AK-WY for credit earned out-of-state, or AA-ZB for credit earned out-of-country, or AQ to WQ for credit earned at United States Commonwealth and Territories. (See Appendices G, H and Q of the DOE Information Database Requirements: Volume I--Automated Student Information System Manual for valid Foreign Country, State codes and United States Commonwealth and Territories.) -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The second record would be rejected since the District Number, Where Credit Earned is not in the range 01-75 or 77-~~79~~ 82.

District Number, Where Credit Earned	School Number, Where Credit Earned	School Year	Term
01	0151	0203	2
* 81 <u>00</u>	7542	0203	1
99	N999	0203	4

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the District Number, Where Credit Earned entries and resubmit the records.

STUDENT DEMOGRAPHIC - REJECT RULES



2. District Number, Current Enrollment must be numeric and in the range 01-68, or 71-75 or 80-82. -record rejected-

EXAMPLE


The first two records listed below would be written to the database assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Enrollment is not in the appropriate range.

District Number, Current Enrollment	School Number, Current Enrollment	Florida Education Identifier
01	0021	FL123456789200
01	0021	FL123456789300
* 00	0021	FL123456789000

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the District Number, Current Enrollment and resubmit the record.

STUDENT DEMOGRAPHIC - REJECT RULES

 3. If Survey Period Code is 1-4 or 9, School Number, Current Enrollment must be numeric in the range 0001 to 9899, excluding 9001 or it must be 9992, 9993, 9997, N998 or N999. If Survey Period Code is 5, School Number, Current Enrollment must be numeric in the range 0001 to 9899, excluding 9001 or it must be 9992, 9993, 9995, 9997, N998 or N999. If Survey Period Code is ~~6-or-8~~, School Number Current Enrollment must be numeric in the range 0001 to 9899, excluding ~~3900 and~~ 9001. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the School Number, Current Enrollment is not in the appropriate numerical range. The fourth record would be rejected because the School Number, Current Enrollment is not numeric, N998 or N999.

District Number, Current Enrollment	School Number, Current Enrollment	Florida Education Identifier
01	0021	FL123456789100
01	0021	FL123456789200
* 01	9999	FL123456789300
* 01	C901	FL123456789000

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the School Number, Current Enrollment and resubmit the records.

STUDENT DEMOGRAPHIC – STATE VALIDATION RULES



5C. If Survey Period code is 2 or 3 and if Exceptionality, Primary code = M or Exceptionality, Other code = M on the Exceptional Student record, and District of Instruction is not 71, then the School Number, Zoned School must be in the range 0001-9899 but not ~~3900~~, 7001, 7004, 7006, 7023. The match between the Student Demographic Information record and the Exceptional Student record should be based on District Number, Current Enrollment;, Florida Education Identifier; Survey Period Code and Fiscal Year. (This edit does not apply to Survey Period 6.) –state validation-

EXAMPLE

The first and second Student Demographic records listed below would cause a message to be generated because the values for School Number, Zoned School are not valid for Exceptional Student records where Exceptionality, Primary code = M or the Exceptionality, Other code = M.

Student Demographic records

District Number, Current Enrollment	Florida Education Identifier	Survey Period Code	Fiscal Year	District, Zoned School	School Number, Zoned School
* 09	FL123456789700	3	****	00	0000
* 09	FL123456789800	2	****	00	0000
09	FL123456789678	3	****	02	0781
09	FL123456789600	2	****	01	0345

Exceptional Student records

District Number, Current Enrollment	Florida Education Identifier	Survey Period Code	Fiscal Year	Exceptionality, Primary	Exceptionality, Other
09	FL123456789200	3	****	C	M
09	FL123456789300	2	****	M	Z
09	FL123456789500	3	****	K	M
09	FL123456789600	2	****	M	P

**** = Valid fiscal year for data submission.

STUDENT DEMOGRAPHIC – STATE VALIDATION RULES

DISTRICT RESPONSIBILITY

The district must correct the District Number, Zoned School and School Number, Zoned School data on the Student Demographic records so that the appropriate relationship exists between School Number, Zoned School and the Exceptionality codes on the Exceptional Student records.

STUDENT DEMOGRAPHIC – REJECT RULES

➔ 17. If Survey Period Code = 1, 4, 5 or 9, then School Number, Zoned School must be filled with zeroes.

If Survey Period Code = 2 or 3 and

- District of Instruction is not 71 and
- School of Enrollment is in the range 0001-9899 but not ~~3900~~, 7001, 7004, 7006, 7023 and
- School Function/Setting is not D (DJJ) on MSID and
- Charter School Status is Z (not Charter) on MSID and
- Grade Level code is KG-12 and
- Accountability ESE Center is Y or Primary Service Type is B (Alternative Education) on MSID and
- Neglected, Delinquent Status is not (D) or (N) on MSID

then School Number, Zoned School must be an active school for the District Number, Zoned School on the Master School Identification file unless District of Instruction or District of Enrollment is 68 in which case School Number, Zoned School can also be zeroes.

Any other School of Enrollment can also report zeros for School Number, Zoned School.

(This edit does not apply to Survey Periods 6 and 8.) -record rejected-

EXAMPLE


The first two records listed below would be written to the database assuming no other reject rule would cause their rejection. The third record would be rejected since the School Number, Zoned School is not zero- filled for survey 1. The fourth record would be rejected since the School Number, Zoned School is not a valid number on the Master School Identification file.

Survey Period Code	District Number, Zoned School	School Number, Zoned School
3	00	0000
2	12	0161
* 1	00	0345
* 3	02	9990

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the School Number, Zoned School and resubmit the records.

STUDENT DEMOGRAPHIC – REJECT RULES

 **18. If School Number, Current Enrollment is not 3900, 9992, 9993, 9995 or 9997, then there must be a valid association between the Grade Level listed below and the student's age. For Survey Periods 1-4, age will be determined as of Date Certain (Friday) of the survey period. For Survey Period 5, age will be determined as of Date Certain of Survey 3. For Survey Period 6, age will be determined as of the Survey Due Date. For Survey Periods 8 and 9, age will be determined as of Date Certain of Survey 2. –record rejected-**

Grade Level	Age
PK-----	not equal to 9+
KG-----	not equal to 0-3, 11+
1-----	not equal to 0-4, 12+
2-----	not equal to 0-4, 13+
3-----	not equal to 0-4, 14+
4-----	not equal to 0-4, 15+
5-----	not equal to 0-4, 16+
6-----	not equal to 0-4, 18+
7-----	not equal to 0-4, 19+
8-----	not equal to 0-4, 20+
9-----	not equal to 0-4, 27+
10-----	not equal to 0-4, 28+
11-----	not equal to 0-4, 29+
12-----	not equal to 0-4, 30+

EXAMPLE

The records below without an asterisk would be loaded to the database assuming no other reject rule would cause their rejection. The records below which are marked with an asterisk would be rejected because of the invalid association between the Grade Level of the student and the student's Birth Date.

Florida Education Identifier	Year	Survey Period Code	Grade Level	Birth Date
* FL340945895734	1011	2	02	02021994
FL004583948567	1011	2	08	05062003
FL000000000000	1011	2	PK	12022010
* FL340945895735	1011	2	12	08172014

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Grade Level or Birth Date so that there is a valid relationship between these two data elements and resubmit the records.

STUDENT DEMOGRAPHIC – REJECT RULES

19. If Survey Period Code is 1-4 or 5, and English Language Learners, PK-12 code = LY or LP, and ~~School Number, Current Enrollment is not 3900, and~~ Grade Level is not PK, then Date Entered United States School must be numeric and a valid date in the format MMDDYYYY. Date Entered United States School may be 00000000 for all others. For Survey Period 9, Date Entered United States School must be 00000000. (This edit does not apply to Survey Periods 6 ~~and 8~~). -record rejected-

EXAMPLE

Each of the records listed below would be rejected. The first record would be rejected because Date Entered United States School is not numeric; the second record would be rejected because Date Entered United States School is 00000000 and English Language Learners, PK-12 code = LY; the third record would be rejected because Date Entered United States School is an invalid date.

Florida Education Identifier	Survey Period Code	Year	English Date Entered United States School	Language Learners, PK-12
*FL123456789001	2	****	ZZZZZZZZ	LF
* FL123456789002	2	****	00000000	LY
* FL123456789003	2	****	02302005	LP

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the information for Date Entered United States School or English Language Learners, PK-12 and resubmit the records.

STUDENT DEMOGRAPHIC – REJECT RULES



DELETED FOR 2324

~~25. If District Number, Current Enrollment is 72 and if School Number, Current Enrollment = 3900, then Residence County code must be 50 or 56. (This edit does not apply to Survey Periods 6 and 8.) record rejected-~~

~~EXAMPLE~~

~~The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because District Number, Current Enrollment is 72 and School Number, Current Enrollment = 3900, but the Residence County code is invalid.~~

Florida Education Identifier	District Number, Current Enrollment	School Number, Current Enrollment	Residence County
FL123456789001	72	3900	50
FL123456789002	72	3900	56
* FL123456789003	72	3900	75

~~DISTRICT RESPONSIBILITY~~

~~If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the District Number, Current Enrollment, School Number, Current Enrollment or Residence County code and resubmit the record.~~

STUDENT DEMOGRAPHIC – REJECT RULES



31. If Survey Period Code is 1-5 or 9; and
- If Grade Level equals 9 – 12; and
 - If School Number, Current Enrollment does not equal 9992, 9993, 9995, 9997, N998, or N999 ~~or 3900~~; or
 - If both District Number, Current Instruction/Service and District Number, Current Enrollment equal 71;
- then Graduation Option code must be 1, 4, 7, 8, 9, A, B, C, or D.

If School Number, Current Enrollment = 9992, 9993, 9995, 9997, N998, N999, ~~3900~~, or

- if District Number, Current Instruction/Service equals 71 and District Number, Current Enrollment does not equal 71,

then Graduation Option code must be Z.

If Grade Level equals PK – 8, 30, or 31, then Graduation Option code must be Z.

(This edit does not apply to Survey Periods ~~6 and 8~~.) -record rejected-

EXAMPLE

The first two records would be loaded to the database assuming no other reject rules would cause their rejection. The third record would be rejected because Graduation Option does not equal 1-9. The fourth record would be rejected because Graduation Option does not equal Z.

District Number, Current Enrollment	School Number, Current Enrollment	Florida Education Identifier	Grade Level	Graduation Option
01	0001	FL123456789001	10	1
01	0001	FL123456789002	07	Z
* 01	0001	FL123456789003	11	Z
* 01	3900 <u>0001</u>	FL123456789004	12	1

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Grade Level; School Number, Current Enrollment or Graduation Option so that the proper relationship exists, and resubmit the records.

STUDENT DEMOGRAPHIC – REJECT RULES

 **DELETED FOR 2324**

~~32. If District Number, Current Enrollment is 73 and if School Number, Current Enrollment = 3900, then Residence County code must be 06 or 37. (This edit does not apply to Survey Periods 6 and 8.) record rejected~~

~~EXAMPLE~~

~~The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because District Number, Current Enrollment is 73 and School Number, Current Enrollment = 3900, but Residence County code is invalid.~~

Florida Education Identifier	District Number, Current Enrollment	School Number, Current Enrollment	Residence County
FL123456789001	73	3900	06
FL123456789002	73	3900	37
* FL123456789003	73	3900	75

DISTRICT RESPONSIBILITY

~~If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the District Number, Current Enrollment, School Number, Current Enrollment or Residence County code and resubmit the record.~~

STUDENT DEMOGRAPHIC - REJECT RULES

48. If Grade Level = 30 or 31 or if School Number, Current Enrollment is 9992, 9993, 9995, or 9997 then English Language Learners: Home Language Survey Date must be zero-filled.

If School Number, Current Enrollment is not 9992, 9993, 9995, or 9997 and if Grade Level = PK-12, then English Language Learners: Home Language Survey Date must be a valid date and must meet the following criteria.

- If District Number, Current Instruction is 01-68, or 72-75 or 80-82 or if both District Number, Current Enrollment and District Number, Current Instruction are 71; and Survey Period is 1-3, the date should be less than or equal to the date certain of survey week.
- If District Number, Current Enrollment is not 71; District Number, Current Instruction is 71 and Survey Period is 1-3; then the date must be less than or equal to the date certain plus 90 calendar days.
- For Survey Period 4, the date should be less than or equal to June 30 of the reporting year.
- For Survey Period 5, the date should be less than or equal to August 31 of the reporting year.
- For Survey Period 9, the date should be less than January 1 of the reporting year.
- (This edit does not apply to Survey Periods 6 and 8.)

-record rejected-

EXAMPLE

The first and fourth records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The second and third records would be rejected because the English Language Learners: Home Language Survey Date is an invalid date or is inappropriately filled with zeros.

Florida Education Identifier	Survey Period		Grade Level	ELL:
	Code	Year		Home Language Survey Date
FL123456789100	2	1112	12	01152010
* FL123456789200	2	1112	PK	06319999
* FL123456789000	2	1112	09	00000000
*FL123456789006	5	1112	31	00000000

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the English Language Learners: Home Language Survey Date and resubmit the records.

STUDENT DEMOGRAPHIC – STATE VALIDATION RULES

53. If Survey Period Code is 2, 3 or 5 and if English Language Learners, PK-12 is LY or LF and if Grade Level is KG-12 and ~~if School Number, Current Enrollment is not 3900 and~~ if there is a matching Student Course Schedule or Student End of Year Status record, then there must be a matching English Language Learners Information record based on District Number, Current Instruction Service;, Florida Education Identifier; Survey Period Code and Year.

The match between Student Demographic and Student Course should be made based on District Number, Current Enrollment;, Florida Education Identifier; Survey Period Code; and Year/Fiscal Year. The match between Student Demographic and Student End of Year should be made based on District Number, Current Enrollment;, Florida Education Identifier; Survey Period Code; and Year/School Year. (This edit does not apply to Survey Periods ~~6 and 8.~~) –state validation-

EXAMPLE

The Student Demographic records listed below which are marked with an asterisk would cause a message to be generated because there are no matching English Language Learners records.

Student Demographic records

District Number, Current Instruction/Service	School Number, Current Enrollment	Survey Period Code	Year	Florida Education Identifier	English Language Learners, PK-12
37	0001	2	1011	FL123456789100	LY
37	0001	2	1011	FL123456789200	LF
* 37	0001	2	1011	FL123456789000	LF
* 37	0002	2	1011	FL123456789300	LY

English Language Learners records

STUDENT DEMOGRAPHIC – STATE VALIDATION RULES

District Number, Current Instruction/Service	School Number, Current Enrollment	Survey Period Code	School Year	Florida Education Identifier
37	0001	2	1011	FL123456789001
37	0001	2	1011	FL123456789002
37	0001	2	1011	FL123456789000
37	0002	2	1011	FL123456789004

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the School Number, Current Enrollment and resubmit the record

STUDENT DEMOGRAPHIC – STATE VALIDATION RULES

54. If the English Language Learners code = LF and ~~if School Number, Current Enrollment is not 3900 and~~ if Survey Period Code is 2 or 3 and if there is a matching Student Course Schedule record, then English Language Learners: Exit Date on the matching English Language Learners Information record must be a valid date. The match between the Student Demographic Information record and the Student Course Schedule record should be based on District Number, Current Enrollment;, Florida Education Identifier; Survey Period Code; and Fiscal Year.

If the English Language Learners code = LF and ~~if School Number, Current Enrollment is not 3900 and~~ if Survey Period Code is 5 and if there is a matching Student End of Year Status record and if District Number, Current Enrollment is equal to District Number, Current Instruction/Service, then English Language Learners: Exit Date on the matching English Language Learners Information record must be a valid date. The match between the Student Demographic Information record and the Student End of Year Status record should be based on District Number, Current Enrollment;, Florida Education Identifier; Survey Period Code; and Fiscal/School Year. The match between the Student Demographic Information record and the English Language Learners Information record should be based on District Number, Instruction/Service; Florida Education Identifier; Survey Period Code and Fiscal/School Year.

--state validation-

EXAMPLE

An error message would be generated for the student Demographic record marked with an asterisk below. This is because the English Language Learners: Exit Date on the matching English Language Learners Student Information record is not a valid date.

Student Demographic Information records

District Number, Current Instruction/Service	School Number, Current Enrollment	Florida Education Identifier	Survey Period Code	English Language Learners
01	0021	FL123456789200	2	LF
* 01	0021	FL123456789300	2	LF

STUDENT DEMOGRAPHIC – STATE VALIDATION RULES

English Language Learners Student Information records

District Number, Current Instruction/Service	School Number, Current Enrollment	Florida Education Identifier	Survey Period Code	English Language Learners: Exit Date
01	0021	FL123456789600	2	01042010
01	0021	FL123456789700	2	02302010

Student Course Schedule records

Florida Education Identifier	District Number, Current Instr./Service	School Number, Current Instr./Service	Survey Period Code	Fiscal Year	Term	Course Number	Section Number	Period Number
FL012345675000	01	0021	2	****	1	1200300	00200	0404
FL123456789100	01	0021	2	****	1	1200300	00200	0404

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must correct the English Language Learners: Exit Date and/or the English Language Learners code so that a valid relationship exists between the elements

STUDENT DEMOGRAPHIC – STATE VALIDATION RULES

56. If Survey Period Code is 2, 3 or 5 and if the English Language Learners, PK-12 code is LF ~~and if School Number, Current Enrollment is not 3900~~ and if there is a matching Student Course Schedule or Student End of Year Status record then one of the following must be true for the English Language Learners Information record:

- English Language Learners: Reclassification Exit Date is all zeros and the English Language Learners: Exit Date is within two years of survey date or
- English Language Learners: Reclassification Exit Date is greater than zero and is within two years of survey date.

Use the Survey Period 3 survey date for Survey Period 5 editing.

The match between the Student Demographic record and the English Language Learners record should be based on District Number, Current Instruction/Service, Florida Education Identifier, Survey Period Code, and Fiscal Year. If no matching English Language Learners Information record is found, then do not generate an error message. (This edit does not apply to Survey Periods 6 and 8.) --state validation -

The match between the Student Demographic Information record and the Student Course Schedule record should be based on District Number, Current Enrollment, Florida Education Identifier, Survey Period Code, and Fiscal Year.

The match between the Student Demographic Information and the Student End of Year Status record should be made based on District Number, Current Enrollment, Florida Education Identifier, Survey Period Code, and Year/School Year.

EXAMPLE

An error message would be generated for the Student Demographic Information record marked with an asterisk below. This is because the English Language Learners: Exit Date on the matching English Language Learners Student Information record is more than two years from the survey date for a student with an English Language Learners, PK-12 code of LF.

Student Demographic Information records

District Number, Current Instruction/Service	Florida Education Identifier	Survey Period Code	Year	English Language Learners, PK-12
01	FL123456789000	2	1011	LF
01	FL601254693000	2	1011	LF
*01	FL123456789001	2	1011	LF

STUDENT DEMOGRAPHIC – STATE VALIDATION RULES

English Language Learners Student Information record

District Number, Current Instruction/Service	Florida Education Identifier	Survey Period Code	English Language Learners: Exit Date	English Language Learners: Reclassification Exit Date
01	FL123456789200	2	01042010	00000000
01	FL019876545000	2	05302007	05302009
* 01	FL123456789589	2	05302008	00000000

DISTRICT RESPONSIBILITY

The district must correct the English Language Learners: Exit Date and/or the English Language Learners, PK-12 code so that a valid relationship exists between the elements.

STUDENT DEMOGRAPHIC - EXCEPTION REPORTS

68. If Survey Period Code = 2, 3 or 5; School Number, Current Enrollment is not 3900, 9992, 9993, 9994, 9995 or 9997; District Number, Current Instruction/Service is not 71; District Number, Current Enrollment equals District Number, Current Instruction/Service; Withdrawal Code, PK-12 on matching Prior School Status/Student Attendance records is not DNE; and Grade Level is not 30 or 31, then each Student Demographic record must have a matching Federal/State Indicator Status record based on District Number, Current Enrollment;, Florida Education Identifier; Survey Period Code and Fiscal Year. (This edit does not apply to Survey Periods 6 and 8.) The match between the Student Demographic Information record and the Prior School Status/Student Attendance record should use the following fields: District Number, Current Enrollment;, Florida Education Identifier; Survey Period Code and Year/School Year. -exception report-

EXAMPLE

The first and third Student Demographic records listed below would pass this edit. The second Student Demographic record would not pass the edit because it has no matching Federal/State Indicator Status record.

Student Demographic records

Federal/State Indicator records

District Number, Current Enrollment	Florida Education Identifier	Survey Period Code	Fiscal Year	District Number, Current Enrollment	Florida Education Identifier	Survey Period Code	Fiscal Year
26	FL123456789000	2	****	26	FL123456789000	2	****
* 26	FL123456789100	2	****	26	FL123456789200	2	****
26	FL123456789200	2	****				

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must review the Student Demographic record and determine whether a Federal/State Indicator Status record is necessary. If such a record is necessary, the district should submit the record. If such a record is not necessary, no action is necessary.

STUDENT DEMOGRAPHIC – EXCEPTION REPORTS



69. If Survey Period Code is 2, 3, or 5; School Number, Current Enrollment is not ~~3900~~, 9992, 9993, 9994, 9995, or 9997; Migrant Status Term is not X; District Number Current Instruction/Service is not 71 and Grade Level is not 30 or 31; then each Student Demographic record must have at least one matching Prior School Status/Student Attendance record based on District Number, Current Enrollment, Florida Education Identifier; Survey Period Code, and School Year. (This edit does not apply to Survey Periods ~~6 and 8~~.) –exception report –

EXAMPLE

The first record listed below would generate an error message because there is no matching Prior School Status/Student Attendance record to accompany it, and Migrant Status Term is not equal to X. ~~The second record without a matching Prior School Status/Student Attendance record would not generate an error message because the School Number, Current Enrollment is equal to 3900.~~ The ~~third~~ second record without a matching Prior School Status/Student Attendance record would not generate an error message because Migrant Status Term is equal to X. The ~~fourth~~ third record would not generate an error message because it has a matching Prior School Status/Student Attendance record.

Student Demographic records

District Number, Current Enrollment	School Number, Current Enrollment	Florida Education Identifier	Survey Period Code	Year	Migrant Status Term
* 02	0111	FL123456789001	3	1011	Z
02	3900	FL123456789001	3	1011	Z
02	0111	FL123456789004	3	1011	X
02	0111	FL123456789005	3	1011	B

Prior School Status/Student Attendance records


District Number, Current Enrollment	Florida Education Identifier	Survey Period Code	Year
02	FL123456789001 <u>FL123456789005</u>		3 1011

STUDENT DEMOGRAPHIC – EXCEPTION REPORTS

DISTRICT RESPONSIBILITY

The district must review the Student Demographic Information record and determine whether a matching Prior School Status/Student Attendance record is necessary. If such a record is necessary, the district must submit the record. If such a record is not necessary, then no action is necessary.

STUDENT DEMOGRAPHIC - AGGREGATE EXCEPTION REPORTS

 **90.** For each School Number, Current Enrollment, at least one record must have a Lunch Status code not equal to 0 unless the School Number, Current Enrollment is ~~3900~~, 9996, 9997, N998, or N999. (The student did not apply for free or reduced price lunch). (This edit does not apply to Survey Periods ~~6 and 8~~.)
–aggregate exception report-

Note: The following information will be listed on the exception report for schools that do not meet the exception edit above:

- District Number, Current Enrollment
- School Number, Current Enrollment
- Total number of Student Demographic records
- Number of records with Lunch Status = 0


EXAMPLE

School 0021 has 56 total Student Demographic records. All of these records have a Lunch Status code of 0. An error message is generated for School 0021 on the exception report indicating that the school failed this exception edit.

DISTRICT RESPONSIBILITY

The district must review the records to determine whether code 0 was used appropriately. The district must correct the Lunch Status on the Student Demographic records that are in error. If no records are in error, no action is necessary.

STUDENT DISCIPLINE/RESULTANT ACTION – REJECT RULES

-  1. District Number, Current Enrollment must be numeric, in the range 01-68 or 71-75 or 80-82 and must be correct for the district submitting the data. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Enrollment is not in the appropriate range.

District Number, Current Enrollment	School Number, Current Enrollment	Florida Education Identifier
01	0021	FL123456789100
01	0021	FL123456789200
* 00	0021	FL123456789300

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district should correct the District Number, Current Enrollment and resubmit the record.

STUDENT DISCIPLINE/RESULTANT ACTION – STATE VALIDATION RULES

3A. If Discipline/Resultant Action Code on the Student Discipline/Resultant Action format = S, then there must be a matching record on the School Environmental Safety Incident Report (SESIR) format.

The records should match on District Number, Current Enrollment on the Student Discipline Resultant Action [SDRA] record and District Number, ~~Reporting District~~ Where Incident Occurred on the School Environmental Safety Incident Report [SESIR] record; School Number, Where Incident Occurred on the SESIR format matched to School Number, Where Discipline/Resultant Action Occurred on the SDRA format; Survey Period Code; School Year; Incident Identifier; and Incident Date. –state validation–

EXAMPLE

The first record below would pass the edit above. The second record below would fail the edit because Discipline/Resultant Action Code = S and there is no matching School Environmental Safety Incident Report record.

Student Discipline/Resultant Action Records

District Number, Current Enrollment	School Number, Where Discipline/Resultant Action Occurred	Incident, Identifier	Incident, Date	Discipline/Resultant Action Code
01	0021	0121	1211****	S
* 01	0021	0122	1022****	S

School Environmental Safety Incident Report Records

District Number, Reporting District <u>Where Incident Occurred</u>	School Number, Where Incident Occurred	Incident, Identifier	Incident, Date
01	0021	0121	1211****

**** represents a valid year for the data.

DISTRICT RESPONSIBILITY

The district must determine if the Student Discipline/Resultant Action record is in error or if a School Environmental Safety Incident Report record should be added and respond with the appropriate action.

STUDENT DISCIPLINE/RESULTANT ACTION – REJECT RULES



25. District Number, Where Incident Occurred must be numeric, in the range 01-68 or, -71-75 or 80-82. -record rejected-

EXAMPLE

In the records listed below, the first two records would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the District Number, Where Incident Occurred is not in the range required.

District Number, Where Incident Occurred	School Number, Where Incident Occurred	Incident, Identifier
01	0271	A0000001
37	0531	A0000002
* 70	0011	D0000003

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the District Number, Where Incident Occurred and resubmit the records.

STUDENT DISCIPLINE/RESULTANT ACTION – STATE VALIDATION RULES

33. If the Student, Use of Drugs code is Y, then the Drug Description code on the matching Student Environmental Safety Incident Report (SESIR) format must be M, N, O or P. The records match is done using the District Number, Current Enrollment on the Student Discipline/Resultant Action format matched to the District Number, ~~Reporting District~~ Where Incident Occurred –on the SESIR format; along with matching School Year, Survey Period Code and Incident, Identifier. –state validation–

EXAMPLE

The first and third records listed below would meet the criteria specified in the edit above. The second record would cause a message to be generated because the Drug Description code is incorrect for the Student, Use of Drugs code reported.

Student Discipline/Resultant Action Records

District Number, Current Enrollment	Florida Education Identifier	Incident, Identifier	Student, Use of, Drugs
36	FL123456789100	0000001	Y
* 36	FL123456789200	0000002	Y
36	FL123456789300	0000003	Y

School Environmental Safety Incident Report (SESIR) Records

District Number, Reporting District <u>Where Incident Occurred</u>	School Number, Where Incident Occurred	Incident, Identifier	Drug Description
36	0271	00000001	M
* 36	0271	00000002	Z
36	0271	00000003	M

DISTRICT RESPONSIBILITY

The district should review the Student, Use of Drugs code and the Drug Description code and correct the code that is in error.

STUDENT DISCIPLINE/RESULTANT ACTION – STATE VALIDATION RULES

34. If Incident, Weapon-Related code on the School Environmental Safety Incident Report is 1, 2, 3 or 4, then Student, Weapon Use may be Y or N. If Incident, Weapon-Related code is N, then Student, Weapon Use code must be N.

The records should match on District Number, Current Enrollment on the Student Discipline Resultant Action record and District Number, ~~Reporting District~~ Where Incident Occurred on the School Environmental Safety Incident Report record; Survey Period Code; School Year; Incident Identifier; and Incident Date. –state validation–

EXAMPLE

The first two records below would pass the edit above. The third record below would fail the edit because the Incident, Weapon-Related code is N and the Incident, Student, Weapon Use is coded Y.

Student Discipline Resultant Action Records

District Number, Current Enrollment	Incident, Identifier	Incident, Date	Student Weapon, Use
01	C0000121	1211****	N
01	C0000122	1106****	Y
* 01	C0000123	1022****	Y

School Environmental Safety Incident Report Records

District Number, Reporting District <u>Where Incident Occurred</u>	Incident, Identifier	Incident, Date	Incident, Weapon-Related
01	C0000121	1211****	1
01	C0000122	1106****	2
* 01	C0000123	1022****	N

**** represents a valid year for the data.

DISTRICT RESPONSIBILITY

The district must review the Student, Weapon Use and Incident, Weapon-Related codes and correct the one that is in error by submitting a change to the incorrect record.

STUDENT DISCIPLINE/RESULTANT ACTION – STATE VALIDATION RULES

37. If Student, Weapon Use on the Student Discipline Resultant Action format = Y, then Weapon, Description on the School Environmental Safety Incident Report format must not = Z.

The records should match on District Number, Current Enrollment on the Student Discipline Resultant Action record and District Number, ~~Reporting District~~ Where Incident Occurred on the School Environmental Safety Incident Report record; School Number, Where Incident Occurred on the SESIR format matched to School Number, Where Discipline/Resultant Action Occurred on the SDRA format; Survey Period Code; School Year; Incident Identifier; and Incident Date. –state validation-

EXAMPLE

The first record below would pass the edit above. The second record below would fail the edit because Student, Weapon Use is coded Y and the matching School Environmental Safety Incident Report record Weapon, Description code is Z.

Student Discipline Resultant Action Records

District Number, Current Enrollment	School Number Where Discipline/ Resultant Action Occurred	Incident, Identifier	Incident, Date	Student Weapon, Use
01	0021	0121	1211****	Y
* 01	0021	0121	1022****	Y

School Environmental Safety Incident Report Records

District Number, Current Enrollment	School Number Where Incident Occurred	Incident, Identifier	Incident, Date	Weapon, Description
01	0021	0121	1211****	F
*01	0021	0121	1022****	Z

**** represents a valid year for the data.

DISTRICT RESPONSIBILITY

The district must review the Student, Weapon Use and Weapon, Description codes and correct the one that is in error by submitting a change to the incorrect record.

STUDENT DISCIPLINE/RESULTANT ACTION – STATE VALIDATION RULES

39. If the Discipline/Resultant Action Code is U, then one of the following must be true:
- Student, Use of Drugs must be Y; or
 - Student, Weapon Use must be Y; or
 - there is a matching School Environmental Safety Incident Report (SESIR) record with an Incident, Injury-Related code of A or B.

The records should match on District Number, Current Enrollment on the Student Discipline Resultant Action (SDRA) record and District Number, **Reporting District Where Incident Occurred** on the SESIR record; School Number, Where Incident Occurred on the SESIR format matched to School Number, Where Discipline/Resultant Action Occurred on the SDRA format; Survey Period Code; School Year; Incident Identifier; and Incident Date. –state validation–

EXAMPLE

The first record below would pass the edit above. The second record below would fail the edit because the Discipline/Resultant Action Code is U and none of the three conditions are true. The Student, Use of Drugs code is not Y. The Student, Weapon Use code is not Y. The Incident, Injury-Related code is not A or B on the matching School Environmental Safety Incident Report record.

Student Discipline Resultant Action Records

District Number, Current Enrollment	School Number Where Discipline Resultant Action Occured	Incident Identifier	Incident Date	Discipline/ Resultant Action Code	Student Use of Drugs	Student Weapon Use
01	0021	0121	1211****	U	Y	N
* 01	0021	0325	1022****	U	N	N

School Environmental Safety Incident Report Records

District Number, Current Enrollment	School Number Where Incident Occurred	Incident, Identifier	Incident, Date	Incident, Injury-Related
01	0021	0121	1211****	Z
* 01	0021	0325	1022****	Z

**** represents a valid year for the data.

STUDENT DISCIPLINE/RESULTANT ACTION – STATE VALIDATION RULES

DISTRICT RESPONSIBILITY

The district must review the Discipline/Resultant Action Code; Student, Use of Drugs code; Student, Weapon Use code and the Incident, Injury-Related code and correct the one that is in error by submitting a change to the incorrect record.

STUDENT END OF YEAR STATUS – REJECT RULES



1. District Number, Current Enrollment must be numeric and in the range 01-68 or 71-75 or 80-82 and must be correct for the district submitting the data. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Enrollment is not in the appropriate range.

District Number, Current Enrollment	School Number, Current Enrollment	Florida Education Identifier
01	0021	FL123456789100
01	0021	FL123456789200
* 00	0021	FL123456789300

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the District Number, Current Enrollment and resubmit the record.

STUDENT END OF YEAR STATUS – REJECT RULES

3P. If Grade Level = 3 and if the student exists on the table of students who scored at Level 1 in Reading on the 3rd Grade ~~English Language Arts Florida Standards Assessment (ELA FSA)~~ Florida Assessment of Student Thinking (FADT) Progress Monitoring (matched on District Number, Current Enrollment and Florida Education Identifier), then Grade Promotion Status must = A, N or R. – reject rules –

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the student appears on the table of students who scored at Level 1 in Reading on the ~~ELA-SSA~~ FADT and the Grade Promotion Status is = P.

Student End of Year Status records

District Number, Current Enrollment	Florida Education Identifier	Survey Period Code	Grade Promotion Status
36	FL123456780000	5	A
36	FL423456780000	5	R
* 36	FL223456780000	5	P

DISTRICT RESPONSIBILITY

The district must correct the Grade Promotion Status code on the Student End of Year Status record that is in error and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT – REJECT RULES

-  1. District Number, Where Incident Occurred must be numeric, in the range 01-68 or 71-75 or 80-82 and must be correct for the district submitting the data. -record rejected-

EXAMPLE

If district 01 is submitting records, District Number, **Where Incident Occurred** must be 01 for all records. In the records listed below, the first two records would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the District Number, **Where Incident Occurred** is 02 rather than 01 (the number of the district submitting the record). The fourth record would be rejected because the District Number, Where Incident Occurred is not in the valid range of numbers.

District Number, Where Incident Occurred	School Number, Where Incident Occurred	Incident, Identifier
01	0271	A0000001
01	0271	A0000002
* 02	0271	D0000003
* 99	0271	AA000004

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the District Number, **Where Incident Occurred** and resubmit the records.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT – REJECT RULES

-  11. Incident, Reported to Law Enforcement code must be A, C, D, I, L, M or N.
-record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Reported to Law Enforcement code is not a valid code.

District Number, Where Incident Occurred	School Number, Where Incident Occurred	Incident, Identifier	Incident, Reported to Law Enforcement
01	0271	VT000001	Y <u>D</u>
01	0271	AR000002	N
* 01	0271	BE000003	Z

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Incident, Reported to Law Enforcement code and resubmit the record.

STUDENT TRANSPORTATION – REJECT RULES



1. **District Number, Current Instruction/Service must be numerical and in the range 01-68 or or 71-75 or 80-82.-record rejected-**

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Instruction/Service is not in the appropriate range.

District Number, Current Instruction/Service	Florida Education Identifier
01	FL123456789100
01	FL123456789200
* 00	FL123456789300

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the District Number, Current Instruction/Service and resubmit the record.

STUDENT TRANSPORTATION – REJECT RULES



16. District Number, Current Enrollment must be numeric and in the range 01-68 or 71-75 or 80-82. -record rejected-

EXAMPLE


The first two records listed below would be written to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the District Number, Current Enrollment is not in the appropriate range.

District Number, Current Enrollment	District Number Current Instruction/ Service	Florida Education Identifier
01	01	FL123456789100
01	42	FL123456789200
* 00	01	FL123456789300

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the District Number, Current Enrollment and resubmit the record.

TEACHER COURSE – REJECT RULES

-  1. District Number, Current Instruction/Service must be numeric in the range 01-68 or, 71-75 or 80-82 and must be correct for the district submitting the data. -record rejected-

EXAMPLE


If district 01 is submitting records, District Number, Current Instruction/Service must be 01 for all records. In the records listed below, the first two records would be loaded to the database assuming no other reject rule would cause their rejection. The record indicated with the asterisk would be rejected since the District Number, Current Instruction/Service is 02 rather than 01 (the number of the district submitting the record).

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Social Security Number
01	0021	012345677
01	0021	012345678
* 02	0021	012345679

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the District Number, Current Instruction/Service and resubmit the record.

TEACHER COURSE – REJECT RULES

-  35. If District Number, Current Instruction/Service is in the range 01 – 68, or 72–75 or 80-82 and
- if School Number, Current Instruction/Service is not 7001, 7006 7004, or 7023 and
 - if the School Number, Current Instruction/Service is not one that has a School Function Setting of V and a Charter School Status not equal to Z on the Master School Identification file,

then Facility Type must not equal 20. -record rejected-

EXAMPLE

In the list below, the first two records would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because Facility Type equals 20.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Facility Type
06	0021	00
29	7004	20
* 01	0021	20

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Facility Type or the School Number, Current Instruction/Service and resubmit the record.

CAREER AND TECHNICAL STUDENT COURSE SCHEDULE – REJECT RULES



1. District Number, Current Enrollment must be numeric and in the range 01-68, or 71-75 or 80-82. -record rejected-

EXAMPLE


The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Enrollment is not within the appropriate range.

District Number, Current Enrollment	School Number, Current Enrollment	Florida Education Identifier
01	0151	FL123456789000
01	0151	FL123456789100
* 00	0151	FL123456789200

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the District Number, Current Enrollment and resubmit the record.

CAREER AND TECHNICAL STUDENT COURSE SCHEDULE – REJECT RULES

- 
6. District Number, Current Instruction/Service must be numeric in the range 01-68, or 71-75 or 80-82 and must be correct for the district submitting the data.
-record rejected-

EXAMPLE


If district 01 is submitting records, District Number, Current Instruction/Service must be 01 for all records. In the records listed below, the first two records would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Instruction/Service is 02 rather than 01 (the number of the district submitting the record).

District Number, Current Instruction/Service	School Number, Current Enrollment	Florida Education Identifier
01	0151	FL123456789000
01	0151	FL123456789100
* 02	0151	FL123456789200

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the District Number, Current Instruction/Service and resubmit the record.

CAREER AND TECHNICAL TEACHER COURSE – REJECT RULES

- 
1. District Number, Current Instruction/Service must be numeric in the range 01-68, or 71-75 or 80-82 and must be correct for the district submitting the data.
-record rejected-

EXAMPLE

If District 01 is submitting records, District Number, Current Instruction/Service must be 01 for all records. In the records listed below, the first record would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected since the District Number, Current Instruction/Service is 02 rather than 01 (the number of the District submitting the record).

District Number, Current Instruction/Service	School Number, Current Instruction/Service	Survey Period Code	School Year	Course Number	Social Security Number
01	0021	5	****	8103100	123456789
* 02	0421	5	****	8103100	123456788

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the District Number, Current Instruction/Service and resubmit the record.

CAREER AND TECHNICAL TEACHER COURSE – REJECT RULES



22. If District Number, Current Instruction/Service is in the range 01 – 68, or 72 – 75 or 80-82 and

- if School Number, Current Instruction/Service is not 7001, or 7004, 7006, or 7023 and
- If not a Virtual Charter School (note: Virtual Charter Schools are identified on MSID by Charter School Status not “Z” and School Function Setting equal to “V”)

then Facility Type must not equal 20. -record rejected-

EXAMPLE

In the list below, the first three records would be loaded to the database assuming no other reject rule would cause their rejection. The fourth record would be rejected because Facility Type equals 20.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Facility Type
06	0021	00
29	7004	20
35	7001	20
* 01	0021	20

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Facility Type or the School Number, Current Instruction/Service and resubmit the record.

EXCEPTIONAL STUDENT – STATE VALIDATION RULES

35. If the Exceptional Student, IDEA Educational Environments code equals C, D, F, H, or P then the Exceptionality, Primary code and the Exceptionality, Other codes must not equal U, or must not equal T unless the student is age 5 must be is less than ten as of the first day of survey week and the Grade Level is KG.
-state validation-

EXAMPLE


The Exceptional Student record listed below which is marked with an asterisk would cause a message to be generated because the correct relationship does not exist between Exceptionality, Primary or Exceptionality, Other and Exceptional Student, IDEA Educational Environments.

District Number, Current Enrollment	Florida Education Identifier	Grade Level	Exceptionality, Primary	Exceptionality, Other	Exceptional Student, IDEA Educational Environments
36	FL123456789100	07	C	ZZZZZZZZZ	P
* 36	FL123456789200	PK	T	ZZZZZZZZZ	D

DISTRICT RESPONSIBILITY

The district must correct the records so that the appropriate relationship exists between Exceptionality, Primary or Exceptionality, Other and Exceptional Student, IDEA Educational Environments.

EXCEPTIONAL STUDENT - STATE VALIDATION/NULL EDIT

-  **39. If Survey Period Code = 1-4 and if either Exceptionality, Primary is T or Exceptionality, Other is T, age must be less than ten as of the first day of survey week; unless Year-Round/Extended School Year FTE Indicator = A or B.
-state validation/NULL-**

EXAMPLE

The first Student Course record listed below would pass this edit. The second record would fail the edit because the Exceptionality, Other is T and the age is greater than ~~six~~ nine.

Student Demographic records

Florida Education Identifier	Survey Period Code	Birth Date
FL123456789100	2	07182013
FL123456789200	2	06252008

Student Course records

Florida Education Identifier	Survey Period Code	Year-Round/Extended School Year FTE Indicator
FL123456789100	2	Z
* FL123456789200	2	Z

Exceptional Student records

Florida Education Identifier	Survey Period Code	Exceptionality, Primary	Exceptionality, Other	Fiscal Year
FL123456789100	2	W	TZZZZZZZZ	1920
FL123456789200	2	W	TZZZZZZZZ	1920

DISTRICT RESPONSIBILITY

The district must correct the Birth Date or Exceptionality, Primary so that the proper relationship exists. If FTE, Earned has been nulled, the district must also correct the FTE, Earned amount.

FEDERAL/STATE INDICATOR STATUS – REJECT RULES



42. For Survey Period Codes 2, 3 and 5, Homeless Unaccompanied Youth code must be ~~Y~~, N, C, U or Z. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the code for Homeless Unaccompanied Youth is not valid.

District Number, Current Instruction/ Service	Florida Education Identifier	Homeless Unaccompanied Youth
05	FL123456789100	Y <u>C</u>
05	FL123456789200	N
* 05	FL123456789300	H

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Homeless Unaccompanied Youth code and resubmit the record.

FEDERAL/STATE INDICATOR STATUS – REJECT RULES

43. If Homeless Student, PK-12 code is A, B, D or E, then Unaccompanied Youth must be ~~Y~~C, U or N. If Homeless Student, PK-12 code is N, then Unaccompanied Youth must be Z. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the code for Homeless Student, PK-12 is not valid for a homeless student.

Florida Education Identifier	Homeless Student, PK-12	Unaccompanied Youth
FL123456789100	E	N
FL123456789200	A	Y <u>C</u>
*FL123456789300	Y	Z

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the appropriate field and resubmit the record.

STUDENT COURSE TRANSCRIPT INFORMATION – REJECT RULES

13. If School Year-Course Taken = School Year-Record Submission, then Course, State Subject Area Requirements must equal EN, MA, AH, WH, EC, AG, VO, PF, PE, PL, FE, EL, FL, PA, A1, BI, GE, EQ, SS, CE, EX, LA, LM, NC or SV. -record rejected-

EXAMPLE

In the example below, records number two, five, six, and seven would be loaded to the database assuming no other reject rule would cause the records to be rejected. Records one, three and four would be rejected since the Course, State Subject Area Requirements codes are invalid.

Course Number	Course Sequence Number	Course, State Subject Area Requirements
* 1005300	1234A	E
0900310	2345B	EL
* 0400330	1235B	FP
* 1200330	3456C	MS
1302340	45678	PF
2109310	ABCDE	WH
1005320	123AB	EN

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Course, State Subject Area Requirements and resubmit the records.

STUDENT COURSE TRANSCRIPT INFORMATION – REJECT RULES

29. If School Year-Course Taken = School Year-Record Submission, then Course Substituted, State Subject Area Requirements must equal EN, MA, AH, WH, EC, AG, VO, PF, PE, PL, FE, EL, FL, PA, A1, BI, GE, EQ, SS, CE, EX, LA, LM, NC or SV or blank. If Course Number, Substituted is blank, Course Substituted, State Subject Area Requirements must be blank. If Course Substituted, State Subject Area Requirements is blank, then Course Number, Substituted must be blank. -record rejected-

EXAMPLE


In the example below, the first record would be loaded to the database assuming no other reject rule would cause it to be rejected. The second record would be rejected since the Course Substituted, State Subject Area Requirements code is invalid.

Course Number	Course Number, Substituted	Course Substituted, State Subject Area Requirements
0800300	1802300	PE
* 0800300	1802300	PP

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Course Substituted, State Subject Area Requirements code and resubmit the record.

STUDENT DEMOGRAPHIC – REJECT RULES

 15. If Migrant Status Term is B, D, E, S, T, U, V, W or X, then Birth Date must be ~~09012000~~ 09012001 through ~~08312023~~ 08312024 inclusive. (This edit does not apply to Survey Periods 6 and 8). -record rejected-

EXAMPLE

The first record would be rejected because the Birth Date is not in the acceptable range. The second and third records would be loaded to the database assuming no other reject rule would cause their rejection.

Florida Education Identifier	Survey Period Code	Year	Migrant Status Term	Birth Date
* FL123456789000	5	****	D	09141983
FL123456789001	5	****	S	01092003
FL123456789002	5	****	B	40191999 <u>10192005</u>

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Birth Date or the Migrant Status Term and resubmit the record.

STUDENT DEMOGRAPHIC - REJECT RULES

38. If Migrant Status Term is B, D, E, S, T, U, V, W or X, then Qualifying Arrival Date (QAD) for Migrant Program Eligibility must be greater than or equal to 9/1/~~2019~~ 2020 and less than or equal to 08/31/~~2023~~ 2024. (This edit does not apply to Survey Periods 6 and 8.) - record rejected-

EXAMPLE

The first record would be rejected because the Qualifying Arrival Date (QAD) for Migrant Program Eligibility is not less than or equal to 8/31/~~2023~~ 2024. The second and third records would be loaded to the database assuming no other reject rule would cause their rejection.


Florida Education Identifier	Survey Period Code	Year	Migrant Status Term	Qualifying Arrival Date (QAD) for Migrant Program Eligibility
* FL123456789100	5	****	D	09142023 <u>09142024</u>
FL123456789200	5	****	D	01092018
FL123456789300	5	****	D	10192019

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Qualifying Arrival Date (QAD) for Migrant Program Eligibility and resubmit the record.

STUDENT DEMOGRAPHIC - REJECT RULES

 41. If School Number, Current Enrollment is not 9995, then Birth Date must be less than or equal to the survey due date. If School Number, Current Enrollment is 9995; Survey Period Code is not 6 or 8 and Migrant Status Term is Z; then Birth Date must be 00000000. If School Number, Current Enrollment is 9995; Survey Period Code is not 6 or 8; and Migrant Status Term is not Z, then Birth Date must be ~~09012000~~-09012001 through ~~08312023~~-08312024 inclusive. -record rejected-

EXAMPLE

If the survey week for the records listed below were October 14-18, 2014, the first record would be rejected because the Birth Date is not less than the Survey Date. The second and third records would be loaded to the database assuming no other reject rule would cause their rejection.

Florida Education Identifier	Survey Period Code	Year	Birth Date
* FL123456789000	2	****	11042014
FL123456789002	2	****	03152012
FL123456789003	2	****	08112013

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Birth Date and resubmit the record.

STUDENT END OF YEAR STATUS – REJECT RULES



16. Withdrawal Reason code must be DNE, W01, W02, W3A, W3B, W3D, W3E, W04, W05, W12, W13, W15, W18, W21-W26, WHP, WMA, WPC, WPO, or ZZZ. -record rejected-

EXAMPLE

The second record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The first and third records would be rejected because the code for Withdrawal Reason is not valid.

District Number, Current Enrollment	Florida Education Identifier	Withdrawal Reason
* 30	FL123456789100	XXX
30	FL123456789200	W12
* 30	FL123456789300	W34

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Withdrawal Reason code and resubmit the records.

**FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS
2023-24 AUTOMATED STUDENT INFORMATION SYSTEM
APPENDIX A: ATTENDANCE RECORDKEEPING REQUIRED CODES FOR GRADE PK-12 STUDENTS**

Entry into Florida Public Schools this School Year	E01	Any PK-12 student whose last school of enrollment was a public school in this school district.			
Entry into Florida Public Schools this School Year	E02	Any PK-12 student whose last school of enrollment was a public school in another district in the state. ¹			
Entry into Florida Public Schools this School Year	E2A	Any PK-12 student whose last school of enrollment was a public school in another state or United States commonwealth/territory. ¹			
Entry into Florida Public Schools this School Year	E03	Any PK-12 student whose last school of enrollment was a private school in Florida. ²			
Entry into Florida Public Schools this School Year	E3A	Any PK-12 student whose last school of enrollment was a private school in another state, or a United States commonwealth/territory. ²			
Entry into Florida Public Schools this School Year	E04	Any PK-12 student who is enrolling in a public school in this district after having been in home education in any Florida school district. ³			
Entry into Florida Public Schools this School Year	E4A	Any PK-12 student who is enrolling in a public school in this district after having been in home education in another state or United States commonwealth/territory. ³			
Entry into Florida Public Schools this School Year	E05	Any student entering PK or KG for the first time.			
Entry into Florida Public Schools this School Year	E09	Any PK-12 student who enters a Florida school from a country other than the United States or a United States Commonwealth/Territory.			
Re-entry into Florida Public Schools	R01	Any PK-12 student who was received from another attendance reporting unit in the same school.			
Re-entry into Florida Public Schools	R02	Any PK-12 student who was received from another school in the same district.			
Re-entry into Florida Public Schools	R03	Any PK-12 student who unexpectedly reenters a school in the same district after withdrawing or being discharged.			
Withdrawal from Florida Public Schools	DNE	Any KG-12 student who was expected to attend a school but did not enter as expected for unknown reasons and required documented efforts to locate the student are maintained per s. 1003.26, Florida Statutes.	Dropout code.		
Withdrawal from Florida Public Schools	W01	Any PK-12 student promoted, retained or transferred to another attendance reporting unit in the same school.			
Withdrawal from Florida Public Schools	W02	Any PK-12 student promoted, retained or transferred to another school in the same district.			
Withdrawal from Florida Public Schools	W3A	Any PK-12 student who withdraws to attend a public school in another district in Florida.			
Withdrawal from Florida Public Schools	W3B	Any PK-12 student who withdraws to attend another public school out-of-state or out-of-country.			
Withdrawal from Florida Public Schools	W3D	Any PK-12 student who withdraws to attend a DJJ school in another district in Florida.			

Withdrawal from Florida Public Schools	W3E	Any PK-12 student who withdraws to attend a DJJ school in the same district.			
Withdrawal from Florida Public Schools	W04	Any PK-12 student who withdraws to attend a nonpublic school in- or out-of-state or out-of-country. This code would not be used for a student who transfers to a private school with which the district has a contractual relationship (code WPC).			
Withdrawal from Florida Public Schools	W05	Any student age 16 or older who leaves school voluntarily with no intention of returning and has filed a formal declaration of intent to terminate school enrollment per s. 1003.21, Florida Statutes.	Dropout code.		
Withdrawal from Florida Public Schools	W06	Any student who graduated from school and met all of the requirements to receive a standard diploma.	Diploma Code.		
Withdrawal from Florida Public Schools	W07	Any student who graduated from school with a special diploma based on option one - as referenced in State Board of Education Rule 6A-1.09961.	Diploma Code. This code will not be valid after the 2022-23 school year.	Removed	7/1/2023
Withdrawal from Florida Public Schools	W08	Any student who received a (24-credit option) certificate of completion. The student met all of the requirements to receive a standard diploma (24-credit option), but fails to achieve the required GPA per s. 1003.4282 F.S.	Certificate of Completion Code. 24-credit option		
Withdrawal from Florida Public Schools	W8A	Any student who received a (24-credit option) certificate of completion. The student met all of the requirements to receive a standard diploma (24-credit option) but fails to pass the assessments required under s. 1008.22(3) F.S. (per s.1003.4282 F.S.) or a concordant and/or comparative score. Upon receipt of the certificate of completion this student must be allowed the opportunity to take the common placement test and be admitted to developmental education or credit courses at a Florida College System institution, as appropriate per s. 1003.433 F.S.	Certificate of Completion Code. 24-credit option		
Withdrawal from Florida Public Schools	W8B	Any student who received a (18-credit ACCEL option) certificate of completion. The student who met all of the requirements to receive a standard diploma (18-credit ACCEL option) but fails to pass the assessments required under s. 1008.22(3) F.S or a concordant and/or comparative score or achieve the required GPA per s. 1003.4282 F.S.	Certificate of Completion Code. 18-credit option		
Withdrawal from Florida Public Schools	W09	Any student who received a special certificate of completion, is properly classified as an eligible exceptional education student, met applicable local requirements, and was unable to meet appropriate special state minimum requirements.	Certificate of Completion Code. This code will not be valid after the 2022-23 school year.	Removed	7/1/2023

Category	Code	Definition	Note	Change	Date of Change
Withdrawal from Florida Public Schools	W10	Any student who completed the Performance-Based Exit Option Model Program requirements, passed the high school equivalency subject area examinations and the statewide standard assessments, and was awarded a State of Florida High School Performance-Based Diploma.	Performance-Based Diploma Code.	Changed Performance-Based Exit Option Tests to high school equivalency subject area examinations and changed state-approved graduation test to statewide standard assessments.	7/1/2022
Withdrawal from Florida Public Schools	W12	Any PK-12 student withdrawn from school due to death.			
Withdrawal from Florida Public Schools	W13	Any KG-12 student withdrawn from school due to court action. (This code does not apply to DJJ placement.)	Dropout code.		
Withdrawal from Florida Public Schools	W15	Any KG-12 student who is withdrawn from school due to nonattendance after all procedures outlined in sections 1003.26 and 1003.27, Florida Statutes, have been followed.	Dropout code.		
Withdrawal from Florida Public Schools	W18	Any KG-12 student who withdraws from school due to medical reasons and the student is unable to receive educational services, such as those provided through the hospital/homebound program.	Dropout code.		
Withdrawal from Florida Public Schools	W21	Any KG-12 student who is withdrawn from school due to being expelled with no educational services.	Dropout code.		
Withdrawal from Florida Public Schools	W22	Any KG-12 student whose whereabouts is unknown and required documented efforts to locate the student are maintained per s. 1003.26, Florida Statutes.	Dropout code.		
Withdrawal from Florida Public Schools	W23	Any KG-12 student who withdraws from school for any reason other than those already defined by a withdrawal code.	Dropout code.		
Withdrawal from Florida Public Schools	W24	Any KG-12 student who withdraws from school to attend a Home Education program.			
Withdrawal from Florida Public Schools	W25	Any student under the age of 6 as of February 1 of the current school year who withdraws from school.			
Withdrawal from Florida Public Schools	W26	Any student who withdraws from school to enter the adult education program prior to completion of graduation requirements. (This code would apply to DJJ students who withdraw from K-12 to take the GED without enrolling in adult education and who did not participate in the performance-based exit option.)			
Withdrawal from Florida Public Schools	W27	Any student who graduated from school with a special diploma based on option two-mastery of employment and community competencies.	Diploma Code. This code will not be valid after the 2022-23 school year.	Removed	7/1/2023
Withdrawal from Florida Public Schools	WD1	Any student with disabilities who met all of the requirements to receive a standard diploma who deferred receipt of the diploma to remain eligible for FAPE, per section 1003.4282(10)(c), F.S.	Diploma Code		
Withdrawal from Florida Public Schools	WEL	Any English Language Learners who has been enrolled in an ESOL program for less than two years who graduated from school with a standard diploma and a formative assessment in lieu of the Statewide Standardized Assessment.	Diploma Code	Added per Senate Bill 1108 (2021)	7/1/2022

Category	Code	Definition	Note	Change	Date of Change
Withdrawal from Florida Public Schools	WFT	Any student who graduated from school with a standard diploma and satisfied the state approved graduation test requirement through a concordant and/or comparative score.	Diploma Code.		
Withdrawal from Florida Public Schools	WFW	Any student with disabilities who graduated from school with a standard diploma and an FCAT Waiver.	Diploma Code. This code is valid for students who entered 9th grade prior to the 2013-14 school year.	Removed	7/1/2023
Withdrawal from Florida Public Schools	WGA	Any student who completed the Performance-Based Exit Option Model Program requirements, passed the high school equivalency subject area examinations, satisfied the statewide standard assessment requirement through a concordant and/or comparative score, and was awarded a State of Florida High School Performance-Based Diploma.	Performance-Based Diploma Code.	Changed Performance-Based Exit Option Tests to high school equivalency subject area examinations and changed state-approved graduation test to statewide standard assessment.	7/1/2022
Withdrawal from Florida Public Schools	WGD	Any student who completed the Performance-Based Exit Option Model Program requirements and passed the high school equivalency subject area examinations, but did not pass the statewide standard assessments and was awarded a State of Florida diploma.	State of Florida Diploma Code.	Changed Performance-Based Exit Option Tests to high school equivalency subject area examinations and changed state approved graduation test to statewide standard assessments.	7/1/2022
Withdrawal from Florida Public Schools	WHP	Any student who withdraws from school to attend another public school or private school under the Hope Scholarship program per s. 1002.40, F.S.			
Withdrawal from Florida Public Schools	WMA	Any student who exited special education because of reaching the maximum age for receipt of special education services. This includes students who reached the maximum age and did not receive a diploma. Per federal statute is 34 C.F.R. Sec. 300.102 regarding FAPE for certain ages (This should not be used as a dropout code.)		New Code added due to Federal reporting requirements	Added 7/1/2023
Withdrawal from Florida Public Schools	WPC	Any student who transfers from a high school to a private school with which the school district has a contractual relationship as referenced in s. 1008.34(3)(d)3., F.S.			
Withdrawal from Florida Public Schools	WPO	Any student who is withdrawn from school without receiving a standard diploma and subsequent to receiving a W07, W08, W8A, W8B, W09, or W27 during the student's year of high school completion.			
Withdrawal from Florida Public Schools	WWE	Any student who graduated from school and met all of the requirements to receive a standard diploma based on the Career and Technical Education (CTE) Pathway option, F.S. 1003.4282(11).	Diploma Code		

Category	Code	Definition	Note	Change	Date of Change
Withdrawal from Florida Public Schools	WWT	Any student who graduated from school and met all of the requirements to receive a standard diploma based on the Career and Technical Education (CTE) Pathway option, F.S. 1003.4282(11) and satisfied the state graduation test requirement through an approved state concordant and/or comparative score.	Diploma Code		
Withdrawal from Florida Public Schools	WWW	Any student with disabilities who graduated from school and met all of the requirements to receive a standard diploma based on the Career and Technical Education (CTE) Pathway option, F.S. 1003.4282(11) and satisfied the state graduation test requirement with an approved statewide standardized assessment results waiver.	Diploma Code		
Withdrawal from Florida Public Schools	WRW	Any student with disabilities who graduated from school with a standard diploma and a Statewide Standardized Assessment Results Waiver.	Diploma Code.		
Withdrawal from Florida Public Schools	WXL	Any student who graduated from school and met all of the requirements to receive a standard diploma based on the Academically Challenging Curriculum to enhance Learning (ACCEL) options, F.S. 1002.3105(5).	Diploma Code.		
Withdrawal from Florida Public Schools	WXT	Any student who graduated from school and met all of the requirements to receive a standard diploma based on the Academically Challenging Curriculum to enhance Learning (ACCEL) options, F.S. 1002.3105(5) and satisfied the state graduation test requirement through an approved <u>state concordant and/or comparative</u> score.	Diploma Code.		
Withdrawal from Florida Public Schools	WXW	Any student with disabilities who graduated from school and met all of the requirements to receive a standard diploma based on the Academically Challenging Curriculum to enhance Learning (ACCEL) options, F.S. 1002.3105(5) and satisfied the state graduation test requirement with an approved statewide <u>assessment</u> waiver.	Diploma Code.		

Listed below is a summary of the Diploma, Certificate and Dropout Codes.

Diploma Codes: W06, W10, WD1, WEL, WFT, WGA, WGD, WRW, WWE, WWT, WWW, WXL, WXT, WXW

Standard diploma codes for the federal graduation rate: W06, WD1, WEL, WFT, WRW, WWE, WWT, WWW, WXL, WXT, WXW and adult diplomas W43, W52, W54, W55, W58, W59

Certificate of Completion Codes: W08, W8A, W8B

Dropout Codes: DNE, W05, W13, W15, W18, W21, W22, W23

Note: For the purpose of PK-12 reporting, charter schools and Department of Juvenile Justice (DJJ) education programs are considered **public schools**.

¹ Entry Codes E02 and E2A should be added together in order to obtain historical comparisons to Entry Code E02 prior to 2013-14.

² Entry Codes E03 and E3A should be added together in order to obtain historical comparisons to Entry Code E03 prior to 2013-14.

³ Entry Codes E04 and E4A should be added together in order to obtain historical comparisons to Entry Code E04 prior to 2013-14.

Last Updated 7/1/2023

**FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS
2023-24 AUTOMATED STUDENT INFORMATION SYSTEM
APPENDIX C: DISTRICT NAME TABLE**

District Number	District Name	Change	Date of Change
01	Alachua		
02	Baker		
03	Bay		
04	Bradford		
05	Brevard		
06	Broward		
07	Calhoun		
08	Charlotte		
09	Citrus		
10	Clay		
11	Collier		
12	Columbia		
13	Miami-Dade		
14	DeSoto		
15	Dixie		
16	Duval		
17	Escambia		
18	Flagler		
19	Franklin		
20	Gadsden		
21	Gilchrist		
22	Glades		
23	Gulf		
24	Hamilton		
25	Hardee		
26	Hendry		
27	Hernando		
28	Highlands		
29	Hillsborough		
30	Holmes		
31	Indian River		
32	Jackson		
33	Jefferson		
34	Lafayette		
35	Lake		
36	Lee		
37	Leon		
38	Levy		
39	Liberty		
40	Madison		
41	Manatee		
42	Marion		
43	Martin		

District Number	District Name	Change	Date of Change
44	Monroe		
45	Nassau		
46	Okaloosa		
47	Okeechobee		
48	Orange		
49	Osceola		
50	Palm Beach		
51	Pasco		
52	Pinellas		
53	Polk		
54	Putnam		
55	St. Johns		
56	St. Lucie		
57	Santa Rosa		
58	Sarasota		
59	Seminole		
60	Sumter		
61	Suwannee		
62	Taylor		
63	Union		
64	Volusia		
65	Wakulla		
66	Walton		
67	Washington		
68	School for Deaf/Blind		
71	Florida Virtual School		
72	FAU - Lab School		
73	FSU - Lab School		
74	FAMU - Lab School		
75	UF - Lab School		
80	IDEA Public Schools		
81	TCC	Added	7/1/2023
82	FSU - Bay	Added	7/1/2023
69	Washington Special (valid prior to 2017-18)		
70	Eckerd Challenge Program (valid prior to 1994-95)		
76	Department of Corrections		
77	Community Colleges		
78	Florida Connections Academy (valid from 2004-05 through 2008-09)		
79	Florida Virtual Academy (valid from 2004-05 through 2008-09)		
88	Division of Public Schools (Academic Scholar Records)		
99	Other than a Florida School		

Last Updated 7/1/2023

**FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS
2023-24 AUTOMATED STUDENT INFORMATION SYSTEM
APPENDIX CC: VIRTUAL INSTRUCTION PROVIDERS**

This number is applicable to District Virtual Instruction Programs where the School Number, Current Instruction/Service is 7001 or for Virtual Charter Schools where School Number, Current Instruction/Service has a School Function/Setting of V and Charter School Status not equal to Z on the Master School Identification file. This code does not apply when School Number, Current Instruction/Service is 7004, 7006 or 7023.

Active Providers			
Identifier	Provider	Notes	Date
071	Florida Virtual School – Grades KG-12		
302	K12 Florida, LLC – Grades KG-12		
308	Somerset Academy, Inc. – Grades KG-12		
309	Edgenuity – Grades KG-12		
310	Edmentum - Grades 06-12	Removed	7/1/2023
311	Mater Virtual Academy – Grades KG-12		
313	District VIP - Connections Education of Florida, LLC – Grades KG-12		
320	Graduation Alliance - Grades 09-12		
322	Accel Online East - Grades KG-12		
323	OptimaEd, LLC - Grades KG-9	Name and Grade Change (from 8 to 9)	7/1/2023
Inactive Providers			
Identifier	Provider	Notes	Date
004	Bradford County School District		
012	Columbia County School District		
015	Dixie County School District		
016	Duval County School District		
021	Gilchrist County School District		
022	Glades County School District		
024	Hamilton County School District		
025	Hardee County School District		
028	Highlands County School District		
029	Hillsborough County School District		
034	Lafayette County School District		
036	Lee County School District		

044	Monroe County School District		
052	Pinellas County School District		
054	Putnam County School District		
058	Sarasota County School District		
063	Union County School District		
064	Volusia County School District		
301	Connections Education of Florida, LLC – Grades KG-05 (Partnered with Florida Virtual School prior to 2019)		
306	Kaplan		
307	National Network of Digital Schools		

**FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS
2023-24 AUTOMATED STUDENT INFORMATION SYSTEM
APPENDIX GG: ONLINE COURSE PROVIDERS**

This number is applicable to Online Course Providers for Florida Approved Online Courses authorized by section 1003.499, Florida Statutes.

This number is applicable to virtual courses where School Number, Current Instruction/Service equals 7006.

Active Providers			
Identifier	Provider	Note	Date
071	Florida Virtual School - Grades KG-12		
302	K12 Florida, LLC - Grades KG-12		
308	Somerset Academy, Inc. - Grades KG-12		
309	Edgenuity - Grades KG-12		
310	Edmentum - Grades 06-12	Removed	7/1/2023
311	Mater Virtual Academy - Grades KG-12		
313	District VIP - Connections Education of Florida, LLC (District) - Grades KG-12		
314	Apex Learning (Only applied to selected courses.) - Grades 09-12	Grade was 06-12	7/1/2023
315	Founders Education LLC (Only applied to selected courses) - Grades 09-12		
316	National Highway Safety Administration (Only applied to selected courses) - Grades 09-12		
317	EdisonLearning (Only applied to selected courses) - Grades 06-12		
318	Accelerate Education (Only applied to selected courses) - Grades KG-05		
319	My Virtual Academy (Only applied to selected courses) - Grades 09-12		
320	Graduation Alliance - Grades 09-12	Added	7/1/2023
321	Grade Results, Inc - (Only applied to selected courses) - Grades 06-12	Grade was 09-12	7/1/2023
322	Accel Online East - Grades KG-12	Added	7/1/2023
323	OptimaEd, LLC - Grades KG-9	Added	7/1/2023
324	eDynamic Learning ULC - (Only applied to selected courses) - Grades 06-12		
ZZZ	Not Applicable		

NOTE: Approved courses are coded with the Online Course Provider Identifier for Accelerate Education, Apex Learning, EdisonLearning, Founders Education, My Virtual Academy and National Highway Safety Administration, **if Provider Instructors** are teaching the approved course(s). **If** district teachers are teaching the approved courses or other courses offered by the Provider the Online Course Provider code will equal ZZZ. **School Number for Online Course Providers is 7006.**

Inactive Providers			
Identifier	Provider	Note	Date
301	Florida Connections Academy - Partner with Florida Virtual School	Inactive	6/30/2018
312	Odysseyware (Only applied to selected courses.)	Inactive	9/1/2019
310	Edmentum - Grades 06-12	Inactive	7/1/2023

Last Updated 7/1/2023

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS
2023-24 AUTOMATED STUDENT INFORMATION SYSTEM
APPENDIX P: DEFINITIONS FOR INCIDENT REPORTING

LEVEL IV	ALC	ALCOHOL*	(possession, use or sale) - Possession, sale, purchase, or use of alcoholic beverages. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation. Alcohol incidents cannot be Drug-related.	Student testing positive for alcohol by law enforcement. Student possessing, using, or selling alcohol.	Student being suspected of using alcohol without evidence. Student smelled of alcohol who after investigation was found to be diabetic.	Law enforcement should be called if someone in authority observes a student, who appears to be intoxicated, getting out of a car after he/she was just seen driving it, or getting into the driver's seat.	Must be Alcohol-Related	7/1/21: Definition updated.
LEVEL I	ARS	ARSON*	(intentionally setting a fire on school property) - To intentionally damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents. Fires that are not intentional, that are caused by accident, or do not cause damage are not required to be reported in SESIR.	Student or other deliberately burning school property (building, fixtures, etc.).	Student or other unintentionally starting a fire.	Report only intentionally-set fires to SESIR.		
LEVEL I	BAT	AGGRAVATED BATTERY*	(intentional great bodily harm) - A battery where the attacker intentionally or knowingly causes more serious injury, such as: great bodily harm, permanent disability, or permanent disfigurement; uses a deadly weapon; or, where the attacker knew or should have known the victim was pregnant.	Student hitting another with a heavy implement over the head resulting in serious injury. Student jabbing a pen into another's arm resulting in serious injury. Student or other engaging in a mutual physical altercation with another and continuing to hit/beat that person even after that person stops fighting, or is no longer able to fight back resulting in serious injury.	Student or other delivering a single poke to the chest. Student or other delivers a single, non-injuring strike to the arm of another. Student or other actively engaging in a fight with each other (refer to <i>Fighting</i> code as a possible SESIR code). Student or other striking back when hit by an aggressor and becoming engaged in a fight with the aggressor. (Refer to <i>Fighting</i> code as a possible SESIR code.)	To distinguish from <i>Fighting</i> , report an incident as Battery only when the force or violence is carried out against a person who is not fighting back.	Must be Injury-Related and Reported to Law Enforcement	7/1/21: Definition updated.
LEVEL II	BRK	BURGLARY*	(illegal entry into a facility) - The unlawful entry into or remaining in a dwelling, structure, or conveyance with the intent to commit a crime therein.	Student or other breaking and entering into: a school building during athletic events, a school bus, or a residential garage that is being used for a school-sponsored event. Student or other willfully remaining within a building after it has been secured and committing a crime, such as vandalism or theft.	Student or other entering an unlocked gym, without permission, and using the basketball court. Student or other wandering the halls, after hours, after entering through an unlocked door.	If entry was by force, resulting in facility damage, the incident should be coded as Breaking and Entering/Burglary		

LEVEL IV	BUL	BULLYING**	Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual's school performance or participation. Bullying includes instances of cyberbullying.	Student uses a picture phone to take a picture of a student using the bathroom at school and places it on the Internet. Student spreads nasty rumors at school about another person, in conversation, in a note, or through e-mail or instant messaging. Student repeatedly teases another person in a mean way, calling him/her inappropriate names, making fun of his/her appearance, or the way he/she talks, dresses, or acts.	Student calls another student an inappropriate name once.	If the bullying results in any other SESIR incidents do not code the incident as <i>Bullying</i> . Instead, the incident should be coded appropriately with the related element coded as bullying-related.	Must be Bullying-Related	
LEVEL III	DOC	DISRUPTION ON CAMPUS—MAJOR*	(significantly disrupts all or portions of the campus activities, school sponsored events or school bus transportation) - Disruptive behavior that poses a serious threat to the <u>learning environment, health, safety, or welfare</u> of others. Examples of major disruptions include bomb threats, inciting a riot, or initiating a false fire alarm.	Student or other making a bomb threat. Student engaging in disruptive behavior that causes the bus driver to stop the bus to ensure the safety of the group. Student or other causing an incident that results in closing the cafeteria. Student or other inciting a riot. Student or other pulling a fire alarm. Student or other deliberately crashing the school computer system. Student or other causing an incident that prevents other students from proceeding to the next class or prevents egress.	Disruption of a single classroom. Student defying authority. Student disobeying or showing disrespect to others. Student or other using obscene or inappropriate language or gestures. Student not sitting in seat and/or talking loudly while school bus is moving.	Incidents that affect a single classroom during a single class period <u>should not</u> be reported in SESIR. Although schools may consider the non-examples as <i>Disruption on Campus</i> for SESIR purposes, they are not. However, schools may want to document these types of incidents on their <u>local</u> student discipline referral form. Bomb threats and false bomb reports, as defined in Sections 790.162 and 790.163 Florida Statutes, are considered felony offenses and require expulsion for at least one year and referral for prosecution. Bomb threats fall under the zero tolerance policy (Section 1006.13(3)(b), Florida Statutes).		
LEVEL II	DRD	DRUG SALE/DISTRIBUTION	(illegal sale or distribution of drugs) - The manufacture, cultivation, sale or distribution of any drug, narcotic, controlled substance or substance represented to be a drug, narcotic, or controlled substance.	Student passing a marijuana cigarette around in the school bathroom. Student giving prescription drugs prescribed for someone else. Student selling cocaine to another. Student or other misrepresenting substances as illegal drugs.	Students taking medication prescribed for themselves. Student giving an aspirin or other over-the-counter medication to another in dosage prescribed. Student smoking a marijuana cigarette alone. (Refer to Drug Use/Possession, DRU). Student found with a single marijuana cigarette in backpack. (Refer to Drug Use/Possession, DRU).		Must be Drug-Related. Complete the drug description (M, N or O) for all drug sale/distribution incidents. If the incident involves marijuana (M), non controlled substance used as drugs (N) and illicit drugs (O), select the description which represents the most serious offense.	
LEVEL III	DRU	DRUG USE/POSSESSION*	(illegal drug possession or use) – The use or possession of any drug, narcotic, or controlled substance or any substance when used for chemical intoxication. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation.	Student or other possessing or being under the influence of illegal drugs at school, at school-sponsored events, or on school transportation. Student possessing or observed swallowing prescription drugs that are not prescribed for him/her. Student(s) found inhaling or ingesting intoxicants, glue, solvents, or aerosols for hallucinogenic purposes.	Student possessing or using over-the-counter medications in dosage prescribed. Student using inhalers for asthmatic condition. Student possessing drug paraphernalia	Behavioral evidence alone should not be used as a basis for reporting drug use. Although a student giving another an over-the-counter medication may violate school code, it is not reported as a SESIR incident.	Must be Drug-Related. Complete the drug description (M, N or O) for all drug use/possession incidents. If the incident involves marijuana (M), a non-controlled substance used as a drug (N) and other illicit drugs (O), select the description which represents the most serious offense.	

LEVEL III	FIT	FIGHTING**	(mutual combat, mutual altercation) - When two or more persons mutually participate in use of force or physical violence that requires either physical intervention or results in injury requiring first aid or medical attention. Lower-level fights, including pushing, shoving, or altercations that stop on verbal command are not required to be reported in SESIR.	Student or other engaging in a fight/combat with another and physical restraint is necessary to stop it. Student becoming engaged in a fight which results in the need for first aid or medical attention for one or both of the participants.	Student engaging in "horseplay." Student verbally confronting another student/teacher. Student or other engaging in pushing and shoving who is easily separated or stopped. Student or other engaging in a fight which is resolved without injury or need for physical restraint.	Schools may want to document lower levels of fighting such as the non-examples listed here on their <u>local</u> student discipline referral form. SERIOUS incidents involving mutual participation should be reported as <i>Fighting</i> , without regard to who was the original aggressor, unless the guidelines for reporting the incident as a <i>Battery</i> apply. Fighting should be reported to SESIR if at least one of the following occurs: (1) <i>Verbal intervention does not stop the fighting and physical restraint is required. For guidance as to who should intervene by using physical restraint, staff should follow local school board policies and procedures.</i> (2) <i>Someone is injured, requiring immediate first aid or subsequent medical attention as a result of the fight.</i>		
LEVEL IV	HAR	HARASSMENT**	Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.	One student approaches another student and makes an insulting gesture. The targeted student runs off in tears and is visibly upset.	Two students approach each other and one student makes an insulting gesture towards the other student. Both students are good friends; no offense was taken by either student from the interaction.			
LEVEL III	HAZ	HAZING*	Any action or situation that endangers the mental or physical health or safety of a student <u>at a school with any of grades 6 through 12</u> for purposes of initiation or admission into or affiliation with any school-sanctioned organization. Hazing includes, but is not limited to: pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, or any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.	Pressuring, coercing or forcing a student into 1) violating state or federal law; 2) consuming any food, liquor, drug, or other substance; or 3) participating in physical activity that could adversely affect the health or safety of the student.	Requiring new team members to attend additional supervised practices.		Must be Hazing-Related	
LEVEL I	HOM	HOMICIDE*	(murder, manslaughter) - The unjustified killing of one human being by another.	Student or other person, known or unknown, committing any homicide on school campus, at school-sponsored events, or on school transportation.	Student or other accidentally dying. Student or other committing suicide.		Must be Injury-Related and Reported to Law Enforcement.	
LEVEL I	KID	KIDNAPPING*	(abduction of an individual) - Forcibly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority.	Student or other holding another person for ransom or reward, as a shield, or as a hostage. Non-custodial caregiver, with a restraining order, picking up a student.	Student running away with her boyfriend after being picked up from school by him.		Must be Injury-Related and Reported to Law Enforcement.	
LEVEL III	OMC	OTHER MAJOR*	(major incidents that do not fit within the other definitions) - Any serious, harmful incident resulting in the need for law enforcement consultation not previously classified.	Student produces or knowingly uses counterfeit money. Student participates in gambling activities, i.e., throwing quarters for money. Student possesses pornographic materials depicting others under the age of 18. Student possesses drug paraphernalia.	Student violating probation. Student or other committing crimes off-campus	Sometimes arrests are made on school campuses for incidents that occurred <u>off campus</u> or for circumstances that are not school related. These non-examples include arrests for breaking and entering into an off-campus home or building or arrests for violation of probation. These are not to be reported as SESIR incidents.		
LEVEL II	PHA	SIMPLE BATTERY*	An actual and intentional striking of another person against his or her will, or the intentional causing of bodily harm to an individual.	Throwing and object and hitting someone hard enough to cause injury.	Student or other engaging in a fight/combat with another and physical restraint is necessary to stop it. Student becoming engaged in a fight which results in the need for first aid or medical attention for one or both of the participants. (Refer to <i>Fighting</i> as a possible SESIR code)			12/2/2022- Incident Type changed from Physical Attack to Simple Battery.

LEVEL II	ROB	ROBBERY*	(using force to take something from another) - The taking or attempted taking of anything of value that is owned by another person or organization, under the confrontational circumstances of force or threat of force or violence and/or by putting the victim in fear.	Student or other snatching a gold chain off someone's neck. Student or other extorting lunch money. Student or other engaging in "carjacking."	Student or other taking money from an unattended purse. (Refer to <i>Larceny/Theft</i> code as a possible SESIR code)			
LEVEL III	STL	GRAND THEFT*	(taking of property from person, building, or a vehicle) - The unauthorized taking, carrying, riding away, or concealing the property of another person, including motor vehicle, without threat, violence, or bodily harm. Incidents that fall below the \$750 threshold are not reportable in SESIR, but instead should be reported as locally-defined incidents according to district policies.	Student or other embezzling public funds. Student or other stealing an item/items worth \$750 or more. Student finding a checkbook, signing owner's name and making a purchase. Student or other stealing a car or motorcycle.	Student or other borrowing an item without permission. Student or other committing robbery (code as <i>Robbery</i> instead). Student or other stealing an item/items less than \$750.	The item(s) must total \$750 or more in value to report in SESIR. However, it is important for schools to document these types of incidents on their <u>local</u> student discipline referral form. The threshold amount for years prior to and including 2004-05 was \$50. The threshold amount for years 2005-2019 was \$300.		12/2/2022- Incident Type changed from Larceny/Theft to Grand Theft.
LEVEL II	SXA	SEXUAL ASSAULT*	An incident that includes threatened rape, fondling, indecent liberties, or child molestation. Both males and females can be victims of sexual assault.	Student or other threatening to rape another.	Kindergarten student threatening another with a sexual act.	Classification of these incidents should take into consideration the age and developmentally appropriate behavior of the offender(s). Young children and students with exceptionalities may make threats without conscious sexual intent. Consult school district student services or psychologist for assessing acting out sexual behaviors that might be indicators of abuse, and use the findings to help determine whether to report the incident as a SESIR incident. Obtain input when the principal is unable to determine if the behavior involving young children is of a sexual nature beyond developmentally appropriate age expectation, when the incident is serious enough to require further investigation, or where students in special education are involved.		
LEVEL I	SXB	SEXUAL BATTERY*	(attempted or actual) - Forced or attempted oral, anal, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or object. Both males and females can be victims of sexual battery.	Student or other raping someone. Student or other attempting to rape someone.	Students engaging in consensual sex acts. (Consensual sex is not <i>Sexual Battery</i> . Refer to <i>Sexual Offense (Other)</i> as a possible SESIR code.)		Must be Injury-Related and Reported to Law Enforcement	
LEVEL III	SXH	SEXUAL HARASSMENT**	(undesired sexual behavior) - Unwanted verbal or physical behavior with sexual connotations by an adult or student that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual's school performance or participation as defined in Rule 6A-19.008 F.A.C.	Student or other causing unwanted and ongoing episodes of leering, pinching, grabbing. Student or other making repeated suggestive comments, jokes, or actions of a sexual nature. Student or other pressuring one to engage in sexual activity. Teacher threatening to lower a student's grade if sexual favors are not given. Student or other repeatedly showing a photograph, poster or other visual image of nudity, lewd or sexual activity. Student or other pressuring another student for sexual favors by threatening to prevent him/her from participating in a school activity.	Students engaging in consensual sex. (Refer to <i>Sexual Offense (Other)</i> code as a possible SESIR code.) Student unintentionally brushing up against another in the hallway. A single incident of a kiss that may be unwanted.	In some cases, severe incidents of sexual harassment, which include violent physical contact, may be considered a <i>Battery</i> , or <i>Sexual Battery</i> , if there is physical penetration. Unwanted kissing becomes sufficiently pervasive to report when an individual kisses several others or when an individual kisses another several times.		

LEVEL III	SXO	SEXUAL OFFENSES (Other)*	Other sexual contact, including intercourse, without force or threat of force. Includes subjecting an individual to lewd sexual gestures, comments, sexual activity, or exposing private body parts in a lewd manner.	Student or other participating in sexual activity in front of another student. Student or other intentionally exposing genitals. Two students engaging in sexual activity in janitor's closet. Student or other soliciting or encouraging a person to commit a sexual act. Student or other touching the buttocks of another in a lewd, lascivious manner. Student or other making obscene remarks (conduct, which by community standards, is deemed to corrupt public morals by its indecency and/or lewdness).	Students kissing consensually. Student swearing. A kindergarten child relieving himself publicly. A first grade student hugging another. Student inadvertently touching breasts or buttocks of another.	1. Sexual activity between students should be reported to law enforcement immediately so investigation can be conducted regarding illegal conduct. 2. Consideration should be given to developmentally age-appropriate behaviors in coding sexual offenses for students. Young children and students with exceptionalities may expose themselves without conscious sexual intent. 3. Consult school district student services or psychologist for assessing acting out sexual behaviors that might be indicators of abuse, and use the findings to help determine whether to report the incident as a SESIR incident. Obtain input when the principal is unable to determine if the behavior involving young children is of a sexual nature beyond developmentally appropriate age expectation, when the incident is serious enough to require further investigation, or where students in special education are involved.		
LEVEL IV	TBC	TOBACCO**	(cigarettes or other forms of tobacco) - The possession, use, distribution, or sale of tobacco or nicotine products on school grounds, at school-sponsored events, or on school transportation by any person under the age of 21. Tobacco incidents cannot be Drug-related.	A student under 21 possessing and/or smoking cigarettes. A student using smokeless tobacco.	A 21-year-old student smoking a cigar on campus.	<i>Although district codes of student conduct may make it against the <u>district</u> code for students age 21 and older to be smoking on school campus, it still is not in violation of the state statute and should <u>not</u> be reported in SESIR.</i> Tobacco incidents should be coded as "Reported to Law Enforcement" any time a civil citation is written, whether it is by a law enforcement officer or the "designee." (See Section 569.12, Florida Statutes.)		7/1/21: Definition updated.
LEVEL III	TRE	THREAT/INTIMIDATION *	(instilling fear in others) - An incident where there was no physical contact between the offender and victim, but the victim felt that physical harm could have occurred based on verbal or nonverbal communication by the offender. This includes nonverbal threats and verbal threats of physical harm which are made in person electronically or through any other means.	Student or other willfully and repeatedly following another or stalking with intent to cause the person to fear for his/her safety. Student or other who willfully and repeatedly uses email or text message to cause another to fear for his/her safety or cause substantial emotional distress (cyber stalking). Student or other making repeated malicious, credible threats in person or by telephone causing the person to fear for his/her safety. Student telling another he/she could kill or knows people who could kill him/her. Student or other violating a restraining order.	Student or other engaging in mutual combat with another (refer to <i>Battery</i> or <i>Fighting</i> code as possible SESIR code). Student or other actually using force or violence against another (refer to <i>Battery</i> or <i>Fighting</i> code as possible SESIR code). Student waving to another student in the hallway, waiting after class to talk to him/her and calling to ask him/her out.	Any threat of violence towards the school, targeted groups, or individuals that <u>does not contain the three elements of intent, fear, and capability</u> , but does result in school disciplinary action <u>and</u> a police investigation, should be coded as <i>Disruption on Campus</i> (DOC) if it causes a significant campus disruption. A person following another without the intent or result of putting the person in fear of death or bodily injury is a less serious behavior than a person who willfully, maliciously and repeatedly follows, harasses and makes a credible threat with intent to place that person in reasonable fear of death or bodily injury (aggravated stalking). (See 784.048(3) Florida Statutes.)		7/1/21: Definition updated.
LEVEL III	TRS	TRESPASSING *	(illegal entry onto campus) - To enter or remain on school grounds, school transportation, or at a school-sponsored event without authorization or invitation and with no lawful purpose for entry.	Any unauthorized person entering the campus. Any unauthorized person remaining on property after being directed to leave by the chief administrator or designee.	Parent entering the building to pick up his/her child without first getting clearance through the office. Person searching for a phone at a school facility after his/her car has broken down.			
	UBL	UNSUBSTANTIATED BULLYING	After a complete investigation and follow up of a reported bullying incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under the definition of bullying as listed in the Jeffery Johnston Stand Up for all Students Act (section 1006.147, F.S.).			For incidents reported as Bullying, found to be unsubstantiated, and determined to be another type of incident: code the original report as Unsubstantiated Bullying <i>and</i> code the incident as what it was determined to be. This is not duplicate reporting since UBL is not counted in the incident totals.		

	UHR	UNSUBSTANTIATED HARASSMENT –	After a complete investigation and follow up of a reported harassment incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under definition of harassment as listed in the Jeffrey Johnston Stand Up for all Students Act (section 1006.147, F.S.).			For incidents reported as Harassment found to be unsubstantiated, and determined to be another type of incident: code the original report as Unsubstantiated Harassment <i>and</i> code the incident as what it was determined to be. This is not duplicate reporting since UHR is not counted in the incident totals.		
	USA	UNSUBSTANTIATED SEXUAL ASSAULT -	After a complete investigation and follow up of a reported sexual assault incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a sexual assault.			For incidents reported as Sexual Assault, found to be unsubstantiated, and determined to be another type of incident: code the original report as Unsubstantiated Sexual Assault <i>and</i> code the incident as what it was determined to be. This is not duplicate reporting since USA is not counted in the incident totals.		12/2/21: Definition added.
	USB	UNSUBSTANTIATED SEXUAL BATTERY -	After a complete investigation and follow up of a reported sexual battery incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a sexual battery.			For incidents reported as Sexual Battery, found to be unsubstantiated, and determined to be another type of incident: code the original report as Unsubstantiated Sexual Battery and code the incident as what it was determined to be. This is not duplicate reporting since USB is not counted in the incident totals.		12/2/21: Definition added.
LEVEL III	VAN	CRIMINAL MISCHIEF - FELONY VANDALISM*	(destruction, damage, or defacement of school or personal property) - The intentional destruction, damage, or defacement of public or private/personal property without consent of the owner or the person having custody or control of it.	Student or other defacing with graffiti. Student or other keying or scratching a car. Student or other trashing a room resulting in damages of \$1,000 dollars or more.	Student or other accidentally damaging chemistry lab equipment. Student or other causing damages under \$1,000.	The amount of damage must be \$1,000 or more to be reported in SESIR, including time and labor. Previous amount of damage threshold through 2004-05 was \$100. It is important for schools to document lower-level vandalism incidents on their local student discipline referral form.		12/2/2022- Incident Type changed from Vandalism to Criminal Mischief - Felony Vandalism.
LEVEL II	WPO	WEAPONS POSSESSION*	(possession of firearms and other instruments which can cause harm) - Possession of a firearm or any instrument or object as defined by Section 790.001, Florida Statutes, or district code of conduct that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm.	Student or other possessing a firearm. Student or other using a knife, pocket knife, or other sharp or pointed implement to threaten or harm another.	Student after investigation found to possess a common pocket knife or eating utensil with no intent to harm. Student possessing items not covered under law or district policy such as pointed instruments, pens, or pencils. Student possessing a cutting tool that is being used in art, shop, or other class.	Offenses in this category fall under the zero tolerance policy (Section 1006.13(3) (b), Florida Statutes). Students found committing this offense are to be expelled for one year (not one school year) and referred for criminal prosecution. Effective January 7, 2003, the Legislature amended Section 1006.07(2)(f), Florida Statutes, to remove reference to a knife, and instead references "a weapon as defined in Chapter 790." In 2006, the Legislature amended the weapons definition in Chapter 790 by adding knife and further exempting plastic utensils and blunt-bladed knives and kept the pocketknife exemption. The definition in Section 790.001(13), Florida Statutes, contains those items required to be in a district's code of student conduct and exempts common pocketknife as well as plastic utensils and blunt-bladed knives. It is the legislative intent that districts enforce policies that allow for discretion in determining whether to punish students found to be in possession of items such as pocketknives, plastic utensils, blunt-bladed knives, etc. Possession of any weapon or knife (including a pocketknife) should be reported to law enforcement for investigation. Pocketknives found to be intended to use to harm another should be reported to SESIR.	Must be Weapon-Related. Complete the weapon description i.e., F-Firearm, Other (incendiary devices, explosives, etc.); H-Handgun; K-Knife; O-Other Weapon (objects can become weapons when used for bodily harm, i.e., scissors, letter openers, air-powered "guns", etc.); R-Rifle or Shotgun, U-Unknown Weapon; and Z (not applicable) for all weapon possession incidents. Must be Reported to Law Enforcement.	7/1/21: Definition updated.
The Incident Type Level column provides a preliminary rank order of incident types for school reporting with Level I being the most serious and Level IV being the least serious. If a decision must be made between two incident types, the incident that caused the most injury or the highest loss of property or monetary cost should be reported.								
*Incidents that must be reported to SESIR and ARE EXPECTED to include consultation with law enforcement.								
An incident should be coded as Yes - Reported to Law Enforcement if an official action was taken by a School Resource Officer (SRO) or local Law Enforcement Officer such as: a case number was assigned, a report was filed,								
an affidavit was filed, an investigation was conducted and found to be an incident reportable to SESIR OR an arrest was made.								
The presence of, or consultation with, a law enforcement officer or SRO is not sufficient for an incident to be coded as "Reported to Law Enforcement."								

**Incidents that must be reported to SESIR, but MAY NOT NEED to include consultation with law enforcement.								
NOTES:								
For reporting to the U.S.D.O.E., the following incident types are considered to be violent incidents: Battery (BAT), Homicide (HOM), Kidnapping (KID) and Sexual Battery (SXB).								
For reporting to the U.S.D.O.E., the following incident types are considered to be violent incidents if they result in bodily injury as reported in the Incident, Injury-Related element: Arson (ARS), Bullying (BUL), Breaking and Entering (BRK), Disruption on Campus – Major (Disorderly Conduct) (DOC), Fighting (FIT), Harassment (HAR), Hazing (HAZ), Other Major Unclassified Offenses (OMC), Physical Attack (PHA), Robbery (ROB), and Sexual Harassment (SXH).								
Last updated 07/01/2023								